TITLE: **PROJECT ASSISTANT**

CLASSIFICATION: **CLERK 12**

MINISTRY: **WATER, LANDS, AND RESOURCE STEWARDSHIP**

WORK UNIT: **PERMITTING TRANSFORMATION DIVISION**

SUPERVISOR TITLE: **ED, STRATEGIC AND MAJOR PROJECTS**

CONTEXT

The Permitting Transformation Division is responsible for working across the Natural Resource Ministries (NRMs), the Ministry of Transportation and Infrastructure, the Environmental Assessment Office (EAO), the BC Energy Regulator (BCER) and other ministries and levels of government as needed to establish greater certainty, transparency and clarity in the permitting process while reducing the overall volume of applications moving through the system. The Team is tasked to steward water and land resources and undertake sustainable decision making. The Team must also review and improve legislation, policy, tools, supports and standards to transform and shift statutory decision-making and effective permitting and authorizations. Led by the Ministry of Water, Land and Resource Stewardship, it brings together multi-disciplinary teams from across the natural resource sector to address our most challenging and highest priority cross-sector initiatives and strategic priorities as identified by the NRM Deputy Ministers.

By way of the Assistant Deputy Minister, Permitting Transformation Division, the Permitting Transformation Division is responsible for the delivery of the following programs:

- Strategic and Major Projects

- Resource Authorizations

- FrontCounter BC

- Strategic Permitting Solutions

- Tactical Solutions

- Business Reporting Analytics and Systems Support

- Electrification

- Permitting Solutions Program, Communications and Change Management

JOB OVERVIEW

To provide project management support services throughout the project management life cycle (i.e., initiation, planning, execution, control, and close-out) in consultation with project managers and client managers.

ACCOUNTABILITIES

- Sets up and maintains project monitoring and reporting tools, tracks, and summarizes project status and provides regular reports to team members and partners.

- Tracks project activities and monitors project parameters and reports out on project scope, time, costs, risks, quality, communications, procurement, changes to human resources and integration with other projects.

- Prepares technical reports such as network diagrams, Gantt charts and work breakdown structures.

- Identifies and develops solutions to correct tracking and reporting issues.

- Identifies changes in status, timelines, projections, and resources that present risks and opportunities through the continual review of the project plan and reports.

- Summarizes issues and reports out to appropriate team members.

- Organizes regular meetings for the project team and partners, and provides summarized reports, identifies, and brings forward issues.

- Documents issues, decisions, and actions for follow up and reporting.

- Ensures contracts are written, tendered, and administered in accordance with ministry policies.

- Creates and produces exceptions and other regular and ad-hoc reports.

- Gathers, compiles, and summarizes additional information required by team members.

- Creates and produces executive/stakeholder presentations, informational brochures, public education material or other promotional materials.

- Provides training on project administrative and software tools, templates, and procedures to other staff.

- Recommends project administration standards and practices.

- Acts as a Qualified Receiver of contracted resources required for services such as the development of communication materials.

- Works with ministry web coordinators to maintain web information, ensuring consistency with project direction.

- Provide administrative support to the project team, including assembling meeting materials and maintaining project records and information.

- Develop and maintain interagency and cross-government network of contacts involved in project assignments.

JOB REQUIREMENTS

Education and Experience:

- Certificate or coursework in project management and 6 months related experience; **OR**

- Secondary School Graduation (Dogwood, GED) and 1-year related experience; **OR**

- Evergreen and 2 years related experience; **OR**

- An equivalent combination of education and experience may be considered.

Related experience must include the following:

- Experience providing project management support services.

- Experience with project management software applications.

- Experience working in a team environment.

- Experience handling multiple priorities at the same time.

Preference may be given to applicants with 1 or more of the following:

- Experience with word processing, spreadsheets, email, database applications and other standard computer applications (i.e. Microsoft Office Suite).

- Post- Secondary education in business administration, project management, natural resources or a related field.

- Experience interpreting legislation, regulations, and/or policy.

- Experience working in a natural resource management field.

SECURITY STATEMENT

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry **(Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position)**.

BEHAVIOURAL COMPETENCIES

- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.

- **Information Seeking** is driven by a desire to know more about things, people, or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.

- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

- **Cultural Agility (IRBC)** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for

all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview, and the culture of the BC Public Service, and to notice their commonalities, and distinctions with Indigenous cultures, and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.