

**TITLE: SENIOR PROJECT MANAGEMENT ADVISOR**

**CLASSIFICATION: ADMINISTRATIVE OFFICER 24**

**MINISTRY: PUBLIC SAFETY AND SOLICITOR GENERAL**

**WORK UNIT: FACILITIES SERVICES DIVISION**

**SUPERVISOR TITLE: SR. FACILITIES PROGRAM MANAGER**

**SUPERVISOR POSITION #: 00122237**

## **BRANCH OVERVIEW**

Serving the Ministries of Attorney General (AG) and Public Safety and Solicitor General (PSSG), the Corporate Management Services Branch (CMSB) strives to provide excellence in corporate services and partner in the outcomes of both Ministries. CMSB provides central corporate services to all staff and branches/programs in these two ministries. We lead the preparation of budget submissions and financial reporting, and provide oversight, progress reports, and expert advice while performing day to day functions for our clients related to finances, strategic human resources, facilities (including Ministry of Citizens' Services (CITZ), Real Property Division), and corporate risk and security.

Headquartered in Victoria, we also provide regional support throughout the province with teams located in the North (Prince George), Interior (Kelowna and Kamloops), Fraser Region (Maple Ridge, Port Coquitlam, and Surrey), Vancouver Island (Nanaimo) and Vancouver (including Burnaby and New Westminster).

We are the lead strategic link between our partners, government central agencies (Treasury Board staff, Office of the Comptroller General, and Office of the Chief Information Officer) and shared services agencies.

## **JOB OVERVIEW**

To lead multiple program and/or ministry-wide projects and guide others in project management best practice throughout the project management life cycle. This position works in collaboration with the Ministry of Citizens Services (CITZ) and their service providers (e.g., CBRE) as well as non-provincial government facilities management personnel (e.g., RCMP and municipal police locations).

## **ACCOUNTABILITIES**

Required:

- Leads the planning, implementation, and evaluation of projects by developing and recommending project management policies and guidelines.
- Leads or facilitates project planning sessions with senior managers and project team members to identify project goals and objectives, scope, deliverables, communication plans and performance measures.
- Conducts detailed planning to determine project costs (e.g. resources and materials), benefits (e.g., estimated savings and business advancements) and options.
- Reviews proposals to ensure project viability, clarity of objectives and identification of risks and related solutions/controls.
- Prepares and presents project charters, issue papers, briefing notes, and implementation plans to support management decision making.

**Career Group:**

Project Management

**Job Family:**

Project Management

**Job Stream:**

**Role:**

Professional

**Amended**

October 2023

- Monitors progress and takes/recommends corrective action to ensure projects are on time, within budget and meet quality standards and prepares related reports for Executive.
- Controls project management processes to ensure the quality of information used for detailed project management reports.
- Conducts post project evaluations and best practices reviews to document findings and improve project management processes.
- Trains others (e.g., staff, internal team project members) on project management processes and reporting requirements.
- Leads project teams by estimating required resources and developing funding requests, defining, and explaining project methodologies, reviewing team performance and providing direction as required.
- Hires contractors when applicable including preparing contract documents, reviewing proposals, recommending successful bidders; assesses contract deliverables to verify completion and recommending payment.

## **JOB REQUIREMENTS**

### Education and Experience:

- Degree in facilities management, business administration, public administration, or equivalent.
- An equivalent combination of post-secondary education and related experience (i.e., in project management, facilities management, business administration, public administration, or equivalent) may be considered.
- Must be qualified to complete Project Management Professional Designation.
- Experience independently managing facilities projects.
- Experience directing the work of others (professional employees and/or consultants).
- Must hold a valid BC Class 5 Driver's Licence or be eligible to obtain a valid BC Class 5 Driver's licence.

### Knowledge, Skills, and Abilities:

- Good problem-solving, organizational, communication and leadership skills.
- Knowledge of project management principles.
- Knowledge of procurement and resource and financial management.

### Provisos:

- Occasional travel is required to the Victoria office/work sites to view client facilities and attend critical project review meetings.
- Must be willing to manage urgent matters during regular and non-core operating business hours.
- Must have or be eligible to receive a BC Courthouse Security Clearance.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security

**Career Group:**

Project Management

**Job Family:**

Project Management

**Job Stream:**

**Role:**

Professional

**Amended**

October 2023

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

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities, and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver the organization's mandate.
- **Expertise** includes the motivation to expand and use technical knowledge or to distribute work-related knowledge to others.
- **Holding People Accountable** involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.
- **Impact and Influence** is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations, or negotiation skills to achieve desired results.
- **Leadership** implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly.

Career Group:

Project Management

Job Family:

Project Management

Job Stream:

Role:

Professional

Amended

October 2023