

Senior Project Manager (Housing Capital Projects)

Senior Manager 1

Alberta Seniors and Housing, Edmonton. The Government of Alberta is committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported. For more information on diversity and inclusion, please visit: <https://www.alberta.ca/diversity-inclusion-policy.aspx>

Alberta Seniors and Housing is responsible for affordable housing options and services for Albertans most in need and helping Alberta's aging population with supports that are inclusive and responsive to the diverse needs of seniors to lead healthy lives in their homes and communities.

Welcome to the Capital Program and Project Delivery unit. Our unit consists of capital project management, capital contract procurement, contract management, capital grant management and capital maintenance and renewal program management.

Reporting to the Director, Capital Program and Project Delivery, this position leads the implementation of approved housing capital projects. As the team leader, the Senior Project Manager plans, manages, and evaluates resources to ensure that approved housing projects are delivered on-time and on-budget.

Your primary responsibilities will include:

- Directly supervises Project Managers and Project Coordinators providing them with guidance and direction
- Develops and implements process improvements to effectively deliver capital program
- Coaches and mentors Project Managers and Project Coordinators to ensure approved housing capital projects are within approved scope, budget and schedule
- Ensures housing capital projects are managed to meet client and stakeholder requirements and in compliance with Government of Alberta legislation, policies, guidelines, standards and procedures
- Collaborates with project team members to establish feasible milestone dates
- Provides input on procurement processes including assisting in preparation and evaluation of RFQs and RFPs
- Implements risk management control procedures to deal with situations that may affect program outcomes
- Provides consultation, advice, and recommendations to senior decision-makers for issues, opportunities, and challenges associated with housing capital program and project delivery

As the ideal candidate, your extensive experience in project management along with your leadership experience will help you champion leading one the most exciting units within Seniors and Housing.

If you think you are up for the challenge, we want to hear from you!

Salary: \$3,352.75 - \$4,574.56 bi-weekly. Closing Date: Until suitable candidate found. Job ID #1050348

Qualifications: A university graduation in a related field along with 6 years' experience in project management related to planning, design, construction, and commissioning of housing facilities (senior's

lodges, social and community housing) is required for this role. Experience providing direct leadership and supervision is essential.

Certification as project manager or construction administration (e.g. PMP) is desired for this role.

Equivalencies will be considered.

This is a temporary position for 3 years in Edmonton. Secondments will be considered.

What we offer:

- Comprehensive benefits plan: <http://www.chr.alberta.ca/employees/DocList122.cfm>
- Pension plan: <http://www.pspp.ca/>
- Leadership and mentorship programs
- Professional learning and development
- Work/life balance

Please clearly state in your cover letter and resume how your experience meets the requirements of this position. Please clearly state the dates of employment in your resume including the month and year.

As a part of the selection process candidates may be invited to write a written assessment.

Online applications are preferred via www.jobs.alberta.ca. Please ensure that you include contact information including email address on resume. Note: As only one file can be uploaded, please ensure your cover letter, resume and any other related documents are submitted in one file. Applicants who apply online will be able to track the status of this competition.

If you are unable to apply online, please submit your cover letter and resume, quoting the Job ID, to: Alberta Seniors and Housing, Human Resources, 8th Floor, Park Plaza Building, 10611 - 98 Avenue, Edmonton, Alberta, T5K 2P7. Phone: (780) 644-6906

For individuals who have obtained educational credentials from outside of Canada, it is recommended that you obtain an evaluation of your credentials from the International Qualifications Assessment Service (IQAS) and include the IQAS assessment certificate as part of your application. Further information on IQAS is available at: <http://work.alberta.ca/Immigration/international-qualifications-assessment-service.html>

Position Profile

Please see the attached position description for a detailed list of the job responsibilities:
<https://www.alberta.ca/jobs/ppprofile/pp1050348.htm>

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted via email.

www.jobs.alberta.ca