

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code
14-3315	MANAGER, PROJECT SUPPORT	DIRECTOR, TECHNICAL SERVICES	14725/01/ 1/235/ 1406000/01
Department	Division/Region	Community	Location
Community and Government Services	Technical Services Headquarters	Iqaluit	Iqaluit

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>The Project Management Division provides direction and support to all regional project management staff. The incumbent manages a group of staff who provide facility planning, functional programming, construction management, and general project management direction and advice to the regional staff. The management of the staff includes setting and meeting annual work plans and goals as well as providing training for regional staff with other jurisdictions (Federal, community) is required to ensure that projects staff in regions have the best support possible to deliver projects in a timely manner.</p>
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1. SCOPE

<p>Describe in what way the position contributes to and impacts on the organization.</p> <p>Reporting to the Director of Technical Services, located in Iqaluit, the incumbent is responsible for making decisions regarding the procedures and formats to be followed in project delivery; contract awards; assignment of work to various staff and priority of that work; training and timing of instructions; and, recommendations on changes to process or procedures for project delivery. Failure to do so in a professional manner may result in delayed projects, poorly trained staff, loss of credibility, and costly mistakes.</p> <p>The incumbent is expected to draw on his/her experience and that of other in the division to arrive to decisions or recommendations that reflect the Government of Nunavut's departmental directions and mandates.</p>
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2. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.

Directs and participates in the establishment and continual updating of a project management process for infrastructure projects delivered for the Government of Nunavut and associated boards and agencies.

- Identifying and updating the scope of services, in the form of a Project Management Manual, that must be provided by the Government of Nunavut staff for effective and timely delivery of projects for all clients.
- Reviewing with Project Managers in regional office the problems involved with the processes being added, suggesting or implementing changes to correct and reflect the changes in the processes and responsibilities outline in the Project Management Manual.
- Responding to business and political concerns about the performance of project management staff and initiating ways to resolve concerns or difficulties.
- Identifying the need for project information and reports and direct the development of support systems to meet that need (including chargeback information).
- Developing training programs and schedules to improve or develop the skills of existing departmental project management staff or boards and agencies staff who need to become project managers.
- Delivering or directing the delivery of training programs in regional offices or communities.
- Documenting issues of concern and raising them to senior management for direction or resolution.

Directs and participates in the preparation of comprehensive Project Briefs to provide clear design parameters to architectural and engineering design consultants and the review of their work.

- Developing and keeping current a format for Project Briefs and Capital project substantiations.
- Creating and managing a work plan and project brief development schedule for facility planners.
- Developing and maintaining a plan and teams, in conjunction with the Technical Support group, for project reviews at various points of the design development on all capital projects.
- Participating in the selection of design consultants, when requested.
- Developing and implementing plans for facility planners to visit communities and boards to discuss future requirements and planning needs.

Participates in Project Management related activities and bringing his/her experience to bear on issues as required, including, but not limited to:

- Providing experience and information to the periodic updating of the Government of Nunavut Design Standards and Guidelines to ensure they reflect common practice and practicality.
- Participating with the regional project managers in the review of the capital estimates and forecasts on an annual basis or more often, if required.
- Identifying the necessary budget, schedule, and technical standards information to support clients in the capital planning process.
- Meeting with design consultants and contractors on a routine basis to keep them informed of

changes in the standards or requirements for planning services required by the department.

- Assisting non-governmental agencies with project and financial planning and management, as requested.
- Providing assistance to project staff in regional office, or delegating that duty, with regard to project process, procedures, contract administration, and financial issues on a daily basis.
- Researching information and writing briefing notes for senior management on project related issues.

Representing the department (internal to the Government of Nunavut or externally) on various communities, teams, and initiatives which relate to the incumbent's experience and knowledge, as requested.

Manages and directs a team of six (6) employees. Assess the performance of and imposes discipline on employees as required.

3. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Analytical skills and Decision Making

- To define, evaluate, and determine directions.

Facilitating and Negotiating

- To manage, lead, and negotiate with internal/external groups or clients

Professional Knowledge & Experience in Project Management

- To train, direct, and understand the issues.

Organizational Ability

- To develop and manage workload assignment and keep focused on the issues.

Conceptual and Communication Skills

- To understand and differentiate various concepts both verbal and graphic.
- To communicate concepts, ideas, instructions, and to recognize and rectify mis-communications.

Judgement

- To prioritize, balance perspectives, and make sound recommendations.

These skills are normally acquired through:

- A professional Degree in Architecture or Engineering, or a diploma in a related discipline.
- A minimum of ten(10) years experience in the field with at least five (5) years of that directly responsible for project management of increasingly complex infrastructure projects.
- At least two (2) years experience supervising professional and technical staff
- The ability to speak Inukitut/Inuinaqtun would be considered an asset.

1. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, and demands on one's senses and mental demands.

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

- 80% of the time spent in front of the computer and/or calculator can cause neck, back, and eyestrain, including carpal tunnel syndrome within the wrists. Although a majority of the time for this position is spent on the computer, there is ample opportunity for the incumbent to get up and move around the office.
- Travel is almost entirely by air and sometimes on small aircraft's in adverse flying conditions and for extended periods of time.
- There is the possibility of long periods away from home due to weather and flight availability.
- The incumbent usually controls when and how often travel to construction sites is required.
- Accommodation in the communities is simple, sometime lacking in the usual "hotel type" amenities and privacy.
- Carrying equipment and performing tests that require a level of physical strength is required.
- Travel by foot in harsh climatic conditions, such as deep snow, icy roads and wet muddy areas are a normal occurrence. This combined with cold and high winds may make a short walk very dangerous.
- Inspecting duties will require that construction sites be visited and hazards inherent in such sites must be recognized along with the proper procedures followed for safe site visits.

Environmental Conditions

Indicate the nature of adverse environmental conditions, to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

- Climatic conditions can vary, and extreme cold and wind conditions may have to be taken in consideration when visiting communities.
- Toxic fumes, hazardous chemicals, hazardous materials maybe encountered at any inspection site.
- Loud noises, heavy equipment and other hazards are frequently encountered.
- Frequent winter storms and summer fog delays many airline schedules which may strand a traveler for extended periods.
- In many hotels the dietary choices are limited and the of choice of meals is not available
- Insects, dogs and other dangerous animals maybe encountered.

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.

- Loud noises on sites may make hearing difficult.
- Extreme cold and wind-chill requires incumbent to wear many layers of clothing, which may make movement difficult, inhibiting the use of some tools and requiring that extra precautions be taken to prevent frostbite.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

- There is mental stress associated with meeting difficult schedules, extreme weather conditions, remoteness of project sites, meeting shipping dates, and changing priorities of clients political direction on projects 50% of the time, over which the incumbent has no control.
- The incumbent must deal with contractors, consultants, and the public in a regulatory and enforcement manner, where at times confrontational situations may develop resulting in high levels of stress.
- Contact with contractors is often difficult as many have limited skills, experience, and require additional attention to ensure the project will be completed as per contract documents, on schedule, and within budget resulting in high levels of stress.
- The incumbent may encounter individuals who become belligerent and behave in a threatening manner, the ability to use persuasion and tact and a professional approach is required.
- Decisions made in enforcing the Codes and Regulations may have a serious impact financially on contractors and building owners. This may lead to confrontations that are threatening and the possibility of physical and verbal threats are frequent.

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>DIRECTOR, TECHNICAL SERVICES</p> <p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head Signature</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the Attached organisational structure.</p>	

8. ORGANIZATION CHART

Please Attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.