

New

Ministry

Infrastructure

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Project Manager

Requested Class

Senior Manager (Zone 1)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

vacant

Organizational Structure

Division, Branch/Unit

Capital Project Delivery Division, Learning Facilities

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, Project Delivery

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, the Senior Project Manager has the overall responsibility and accountability for the activities that support the planning, design and implementation of school facilities. This position is the "go-to" person for all issues/challenges related to the capital projects they manage and ensures projects are delivered on time, budget and scope.

The Senior Project Manager works closely with client representatives from Alberta Education, school jurisdictions and municipality representatives throughout all aspects of a project, from inception to the end of warranty period. The Senior Project Manager is responsible for design, procurement, construction, commissioning, and warranty management of approved learning facility projects.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Leads and manages learning facility projects by ensuring:

- All aspects of execution, control, monitoring and closure for assigned capital project(s) are fully implemented
- Project scope is met, accurately reflecting Alberta Education and the school jurisdiction's requirements and the infrastructure that will be required to support these requirements. The Alberta and National Building Codes, as well as Infrastructure's technical standards are utilized as key resources for scope documentation.
- The project is well organized and structured for communication and decision making. A complete and accurate list

of resources required for project planning, design and implementation is established, and the project teams are organized for working groups, steering groups, and potentially deputy minister's committees.

- Risk is closely managed and mitigation strategies are established and implemented for identified risks.
- Contracted professionals, such as specialty consultants, cost consultants, architects and engineers are procured in accordance with the standards and guidelines.
- Roles and responsibilities are well understood by all stakeholders. Project objectives are established, team members understand their roles and responsibilities and an appropriate communications plan is implemented to keep all stakeholders informed of the project process.
 - The project planning and design process is well managed so that Alberta Education and school jurisdictions are satisfied that their needs have been documented appropriately, and the Senior Project Manager is satisfied that the drawings are complete, accurate, and the project meets the area and budget parameters.
- The construction team is selected either through a public tender process, or within the guidelines established by the ministry. The Senior Project Manager monitors construction to ensure that the facility meets the requirements of the contract documents.
- All project expenditures, contractual commitments and contract changes, are well documented and controlled and approved within established guidelines.
- Once the project is complete, school jurisdictions are fully prepared to take over the new building and that drawings, and operational standards are in his/her hands.

Establishes and maintains a network of relationships to influence decision making affecting project outcomes by:

- Understanding client issues and requirements through ongoing client relationship management
- Liaison with executive and project sponsors with respect to project evolution
- Liaison with subject matter experts regarding technical specifications and project requirements
- Maintains contact with industry leaders and others to keep up to date on current issues and trends within the industry
- Provides leadership to resolve major project issues
- Ensures appropriate communication strategies are established and processes are followed
- Understands customer issues and requirements through ongoing customer relationship management, both internally and externally to the organization

Provides leadership and direction to P3 delivery staff and and direction to a project delivery team by:

- Establishing goals and objectives for team members and monitor and evaluate the achievement of goals
- Mentors, coaches and develops staff and identifies developmental opportunities to develop and maintain a high level of service
- Provides direction and assistance to resolve complex or contentious issues
- Having a thorough understanding of Alberta's P3 Delivery Framework and Guidelines

Problem Solving

Typical problems solved:

This position facilitates problem solving and decision-making processes involving clients, stakeholders, and ministry representatives and must recognize the often conflicting perspectives and requirements of the parties when managing assigned projects. Projects by nature are complex; therefore, sound professional judgement and strong reasoning and evaluation abilities are needed to analyze problems, determine feasible and appropriate action, negotiate contracts, resolve performance issues and costs or schedule overruns, and develop creative solutions. Decisions must be consistent and cognitive of the staff impact and longer term impact of any prescribed changes.

Types of guidance available for problem solving:

The Senior Project Manager is responsible for all project activities. Teams are made up of individuals from a variety of skill sets and backgrounds. The Senior Manager's challenge is to get all of these divergent interests focused on achieving the goal of delivering a high quality project.

Examples of difficult or challenging situations they face throughout the life of a project are:

- Leads community and client consultation sessions. These sessions require diplomacy and strong communication

skills, particularly when the audience may not find the project desirable for their community.

- Represents a knowledgeable owner. Complex technical issues such as ensuring the building envelope will perform throughout time, ensuring the mechanical systems are designed properly, and ensuring the requirements of a sustainable building are achieved, are all examples of issues the project manager has to deal with on a daily basis.
- Challenges architectural design and site plans to ensure that Infrastructure, Alberta Education and school jurisdictions get the best value from design work. Often this may involve challenging an architect on the appropriateness of the building design, or arranging peer reviews to critique the design.
- Reviews the contract documents and challenges the architect on specifications or coordination issues that could lead to a change order by the general contractor.
- Resolves disputes with the general contractor, ensuring that the work meets contractual requirements.
- As the agent for Alberta Education and school jurisdictions, the Senior Project Manager is responsible for ensuring the general contractor has safe work practices and the public is protected from construction hazards.
- The Senior Project Manager is responsible for solving problems that arise during construction, and post occupancy.
- Manages progress payments to the contractors, ensuring that they are paid only for the value of work produced.
- Seeks innovative solutions to meet budget and scheduling targets. The Senior Manager has to work with school jurisdictions to strike a balance between budget, schedule and deliverables so that the resulting facility will provide a functional operational environment while still being within the budget parameters. The Senior Project Manager has to balance client service with control.
- The Senior Project Manager develops the procurement strategy to be appropriate to the size and risk factors of the project.
- Solving problems taking into account the complex relationships involving clients, stakeholders, and Ministry representatives. The Senior Manager must be able to recognize the occasionally conflicting perspectives, requirements, and priorities of clients, stakeholders, and Ministry representatives while leading them to consensus when involved with the implementation of capital projects.

Direct or indirect impacts of decisions:

The Senior Project Manager has access to assistance and direction from the Directors and Executive Director within the Learning Facilities Branch and other senior ministry representatives when dealing with highly politically sensitive projects or issues with the potential for significant impacts on clients, consultants, contractors and stakeholders. The Senior Project Manager is expected to demonstrate a pro-active approach in alerting senior ministry representatives to potential issues and developing recommendations to meet the identified challenges. This position is relied on to maintain the ministry's credibility to clients industry and stakeholders, including the general public.

Learning Facility projects are integral to the delivery of primary education across the province. School facilities serve a community beyond just primary education with Joint Use Planning Agreements that serve to create a community hub, health, safety and community interaction opportunities need to be considered. Stakeholders for each facility are unique and their requirements vary depending on the surrounding community. This position is relied on to manage the project delivery processes within relevant scope, time and budget constraints, leading project teams to fulfill client requirements while maximizing cost-effectiveness and efficiencies and ensuring compliance with applicable legislation, policies, standards, and guidelines. The construction process must be managed to ensure the building meets the requirements dictated by the contract documents.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

Clients	Frequency	Nature and Purpose of Contact
<ul style="list-style-type: none"> • P3 Delivery Director, Learning Facilities Branch • Executive Director, LFB and ADM, CPDD • Representatives from other branches, such as Technical Services and Corporate Strategies and Services Division • Alternative Capital Financing Partnership Office 	Daily	To discuss work priorities and projects
	Daily, or as required	To receive overall direction and strategic advice
	Ongoing as required	To discuss technical, procurement and other project requirements

External:

<ul style="list-style-type: none"> • Alberta Education senior officials and staff 	Ongoing as required	To discuss client objectives to ensure completed project meets their needs, clarify/resolve issues, influence decisions, and manage expectations
<ul style="list-style-type: none"> • Representatives from consulting and 	Ongoing	To discuss project needs, monitor work and report performance

construction industry		
• Senior officials and staff from other government ministries, boards, partners, stakeholders and agencies	Ongoing	To obtain inputs on client needs and discuss/resolve issues
• Project partners and tenants	Ongoing	To discuss project partnership objectives to ensure completed project meets their needs, clarify/resolve issues, influence decisions, and manage expectations

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Engineering	Other	Other

If other, specify:

Architecture

Job-specific experience, technical competencies, certification and/or training:

Specific knowledge and experience are required in the following areas:

- Government policies, legislation and business planning
- Government organization, priorities and various service delivery models
- Project management skills in defining scope and quality parameter, maintaining schedules and budget targets
- Professional associations for architects and engineers and relevant acts
- Construction industry procedures and practices
- Contract management policies and procedures
- Contract law and procurement methods
- Environmental and sustainability principles.
- Effective communication skills (verbal, non-verbal and written), effective interpersonal and project management skills, and proven skills in problem solving, decision making, conflict resolution and mediation are required.
- In-depth knowledge of design and construction and business knowledge to manage competing interests to ensure quality facilities are built and quality results are delivered from project and programs under his/her control.
- Broad current knowledge of design and construction processes to enable knowledgeable discussions with architects, engineers and general contractors.
- Political knowledge to work with senior management in municipal and provincial governments, and understands the political world related to communications strategies and approval processes.
- In depth knowledge of all stages of the project delivery process for his/her team including determining project scope, schedule and budget; obtaining relevant approvals; managing and directing project design and construction implementation processes; and monitoring cash flows and financial reports.

Experience in building design and construction including 5 years of project management, contract management, and managing interdisciplinary teams and resources

- Experience in project management of school facilities
- Related education and experience may be considered.
- Asset: Membership in good standing with AAA, APEGA, or ASET

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions 	

		<ul style="list-style-type: none"> • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<p>Creates the environment for innovative problem solving:</p> <ul style="list-style-type: none"> • Generates new ways of thinking; ensures right questions are being asked about a problem • Eliminates barriers to creativity and innovation • Encourages a culture of innovation 	
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<p>Builds trust to fairly represent every party:</p> <ul style="list-style-type: none"> • Uses network to identify opportunities • Establishes credibility and common purpose with a range of people • Actively represents needs and varying groups • Creates strategic impression by inspiring and connecting with values and beliefs 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<p>Creates an open environment of communication:</p> <ul style="list-style-type: none"> • Promotes sharing of expertise • Initiates strategic communication systems • Anticipates and addresses potential 	

		<p>conflict areas</p> <ul style="list-style-type: none"> • Inspires with a bold, complete and shared vision • Leads cross-functional collaboration 	
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

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