

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

Responsibilities

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

1. Establish, manage and direct the project teams to successfully deliver assigned projects, which is achieved by:
 - Managing the planning, execution, control and closure of assigned capital projects within approved scope, cost and schedule.
 - Identifying all necessary resources required for the project team which can include in-house resources, other Alberta Education, School Boards, user groups, technical expertise.

- Defining design team (architect/engineers) and specialty consultant responsibilities, and preparing requests for proposals.
- Assist in evaluating specialty/design team proposals.
- Identifying, involving and collaborating with other stakeholders as required. 2. Project scope and parameters are established to meet client requirements within all applicable Ministry and Government standards and guidelines, which is achieved by:
 - Ensuring that school capital projects are delivered in accordance with the requirements of the latest version of the School Capital Manual and approved project scope.
- 3. Project budgets are established and maintained, which is achieved by:
 - Ensuring that project budget is identified in accordance with approved schedule B.
 - Managing project expenditures and budget management through all stages of project implementation to ensure maximum value within approved budget.
 - Responsible for cost control measures including performance measures and monitoring, variance tracking and forecasting.
- 4. Project schedules are appropriately established and maintained. This is achieved by:
 - Collaborating with project team members to establish feasible milestone dates that incorporate critical events and the operational requirements of the clients.
 - Working with internal and/or external stakeholders to control design process and ensure progress along efficient timelines. Ensures design aligns with Ministry design principles.
 - Establishing the project critical path and ensuring consultants provide deliverables as scheduled.
 - Directing in-house resources activities to meet project deadlines including technical and cost management services.
- 5. Design, tender, construction and building commissioning processes for assigned projects are managed appropriately. This is achieved by:
 - Directing consultants to ensure quality control of deliverables, such as building system start-up/ verification reports, design reports and contract documents, and to ensure completeness and compliance with ministry standards and guidelines, and code requirements including LEED (Leadership in Energy and Environmental Design).
 - Determining the need and scheduling reviews by in-house technical staff or external consultants.
 - Determining the appropriate project delivery and tender process and evaluating construction bids to determine award of construction contracts.
 - Monitoring the construction/turn-over/commissioning processes to ensure quality of construction, compliance with specifications and achievement of established milestones and overall schedule.
 - Working with the required stakeholders to manage expectations of clients and meet approval deadlines.
- 6. Senior ministry officials, Executive Directors, Directors and/or clients are supported in decision-making and achieving branch and department goals. This is achieved by:
 - Maintaining current project scope, cost and schedule information and reporting status.
 - Developing Ministerial briefings and correspondence on project-related issues.
 - Responding promptly to project-related inquiries from senior management.
- 7. Administrative controls for projects are maintained and monitored. This is achieved by:
 - Managing consultant and architect contracts and determining payment of associated invoices.
 - Directing payment of general contractor progress claims.
 - Managing and maintaining a change control process including timely review and approval of change orders within established contractual requirements and internal expenditure guidelines.
- 8. Ministry and cross-government initiatives are provided with input and active participation. This is

achieved by:

- Participating on committees to improve internal procedures and automated systems.
- Representing the ministry on cross-government and external committees, promoting the ministry's interests and sharing information.

9. Risk is appropriately managed. This is achieved by:

- Implementing risk management control procedures.
- Determining which risks are likely to affect the project scope, cost and/or schedule and evaluating the likelihood of such risk against the financial impact.
- Developing mitigation strategies for any identified risks - avoidance, mitigation and/or acceptance.

10. Other duties as assigned.

Problem Solving

Typical problems solved:

The Project Manager plans and manages activities and resources to effectively deliver on multiple projects at one time within scope, schedule, and budget constraints and in compliance with relevant legislation, policies, standards, and guidelines. The Project Manager is required to ensure that facilities meet the needs of the program ministries in relation to the delivery of government programs. The work undertaken impacts not only the program ministries, but the users of the facilities that are built, including the general public, government employees and private sector tenants.

Types of guidance available for problem solving:

Project challenges are often unique and complex, requiring extensive planning and creative solutions. Projects assigned can be politically sensitive in nature and must be managed in a manner that ensures quality, cost-effectiveness and value for taxpayer investment. The Project Manager has access to assistance and direction from Senior Management within the branch and other senior ministry representatives when dealing with politically sensitive projects or issues with the potential for very significant impacts on clients, consultants, contractors and stakeholders. The 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.

The incumbent must also keep abreast of new technologies in design, construction and operations in order to ensure that clients and stakeholders are provided with the best facility solution within the funding allocated to a project.

Direct or indirect impacts of decisions:

Project management services are provided for government departments, boards and agencies throughout Alberta, with project budgets ranging from \$5 million to over \$500 million depending on the nature of the project assigned. Project stakeholders can include the public, facility users and tenants, government employees, and private sector contractors, consultants and owners.

The Project Manager 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.

Disruptions to building staff and users, health and safety issues, and environmental issues area minimized. The Project Manager is expected to provide coordination and implementation of contract documents for tendering to the public to ensure government buildings and Infrastructure are maintained in good working condition.

Key Relationships

Major stakeholders and purpose of interactions:

Supervisor - To discuss work priorities and projects. To receive overall direction and strategic advice.

- Representatives from other branches, such as Technical Services Branch and Program Management - To discuss technical, procurement and other project requirements.

- Staff from other government ministries, agencies and boards - To discuss project needs, monitor work and report performance
- Stakeholders, facility users - To obtain inputs on client needs and discuss/resolve issues
- Consultants - To provide information relating to client requirements and Ministry standards and expectations, determined service schedules, negotiate fees, develop design and contract documents, and verify cost estimates
- Contractors - To ensure contracts are completed in accordance with plans and specifications, resolve conflicts, issues or disputes and review and approve major changes to contracts
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Required Education, Experience and Technical Competencies

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

If other, specify:

Engineering, Architecture, Project Management or related.

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

Required:

- University graduation in a field related to the position assignment (e.g. Architecture or Engineering).
- Four years of directly related experience.
- Related experience or education (e.g. related diploma) may be considered as an equivalency on a one for one basis.

Assets:

- Construction Contract Administrator Certification or Project Management Certification.
- Extensive project management experience with the planning, design, construction and commissioning of facilities.

Contract management experience, and considerable experience managing interdisciplinary teams and resources, and a diverse portfolio of building projects.

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	

Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Proactively incorporates change into processes: <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 	
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	

Benchmarks

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