

PROJECT MANAGER
Housing Accelerator Fund Initiative
Three Year Temporary Position

Come Work and Play in Campbell River Located on Vancouver Island, surrounded by the ocean and majestic mountains, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. From summer markets and street events to an active arts and culture community to year-round, world-class recreational opportunities, the Campbell River lifestyle is unparalleled.

The City of Campbell River is seeking an experienced **Project Manager** to oversee and manage the delivery of the City's Housing Accelerator Fund Initiatives.

Housing Accelerator Fund Initiative Project: The City has received \$10.4 million from the Government of Canada's Housing Accelerator Fund (HAF) to increase and accelerate the availability of housing in Campbell River. The City will use the funding to address barriers to residential development and fast-track 282 HAF funded housing units in Campbell River over the next three years. As part of its broader strategy to increase the local housing supply, the City aims to approve a total of 1,200 housing units during this time frame, including the 282 HAF funded units.

The City has committed to a number of initiatives that will create a regulatory environment to approve homes faster and requires the services of a dedicated resource to manage these initiatives ensuring the City's commitments under the HAF are achieved. In addition to the regulatory initiatives the work will include future design and construction of capital projects related to the HAF project funding initiatives.

The Role: Working under the direction of the Long Range Planning and Sustainability Manager, the Project Manager is responsible for overseeing and coordinating all aspects of the HAF project from initiating, planning, executing, monitoring and controlling, through to closing, to deliver the City's Housing Accelerator Fund initiatives. Working and acting with significant autonomy to meet overall work directives, milestones and deadlines, the Project Manager will manage all aspects of the project in accordance with the standards and guidelines in the Project Management Body of Knowledge (PMBOK).

Our ideal candidate will have:

- Degree in Planning, Public Administration, Business Administration, Project Management, or other relevant discipline *or* a diploma in a related field combined with a significant combination of relevant training and experience.
- Minimum of five (5) years' experience managing Planning and/or Engineering projects.
- Minimum five (5) years' proven and progressive project management experience.
- Minimum three (3) years' supervisory experience, managing project teams, preferably in a unionized environment.
- Project Management Professional Certification (PMP) or formal training in project management methodologies, practices, and processes consistent with those provided by the Project Management Institute.
- Possess and maintain a valid BC driver's licence as per City policy.
- Experience in local government or public administration, particularly in the areas of Planning, Land Development and Capital Projects is considered an asset.
- Candidates with an assessable equivalent combination of experience, education and training may also be considered for this role.

What we offer: For this temporary (3 year) full-time exempt position, we offer a competitive compensation package with includes a salary range of \$93,600 to 106,337 commensurate with qualifications and experience, extended health benefits, and a generous vacation package of 6 weeks in the 1st year. This position is eligible for flexible work arrangements which may include compressed work week or hybrid remote work options.

For more information on this opportunity, please see the attached job description that lists all the duties and necessary qualifications for this position.

Please note: We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

This posting will close on April 11, 2024

Please send your resume with covering letter, quoting **Competition EXT-24-040** to:



Email: careers@campbellriver.ca

Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7

We thank all applicants, however, only those selected for interviews will be contacted.

PROJECT MANAGER
Housing Accelerator Fund Initiative (Three Year Position)

Approval Date:	March 2024	Department:	Long Range Planning & Sustainability
<input type="checkbox"/> IAFF	<input type="checkbox"/> CUPE	<input checked="" type="checkbox"/> Management	
Title of Management Supervisor:	Long Range Planning and Sustainability Manager		

Housing Accelerator Fund Project Overview

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General Accountability

Purpose and Scope

Working under the direction of the Long Range Planning and Sustainability Manager (Project Owner), the Project Manager is responsible for overseeing and coordinating the project initiating, planning, executing, monitoring and controlling, and closing (i.e., project management lifecycle) to deliver the City’s Housing Accelerator Fund initiatives.

The Project Manager will undertake a wide variety of project management and coordination duties within the project lifecycle working and acting with significant autonomy to meet overall work directives and milestones. The Project Manager will be responsible for managing all aspects as assigned including but not limited to the nature and scope of work as defined below and in accordance with the standards and guidelines in the Project Management Body of Knowledge (PMBOK).

Nature and Scope of Work

The Project Manager will represent the interests of the City to ensure that the Housing Accelerator Fund project’s objectives and milestones are met by performing and providing the Project Management services identified below to initiate, plan, execute, monitor, and control and complete projects efficiently and effectively. Some of the key duties required to deliver the services include:

Leadership/Management

- Lead and manage project team and assigned staff, including assembling, and hiring as required, managing performance, taking corrective action as needed, training, coaching and motivating staff.
- Direct and coordinate the activities of project teams, vendors and/or assigned staff.
- Establish work priorities, assign work, and specify deliverables, timelines, and quality expectations, as needed throughout the project, to ensure on-schedule and on-budget project delivery.

Project Initiation

- Develop a project charter, identifying the project goal, scope, objectives, deliverables, risk assessment, communications, protocol, governance, timeline, and budget.
- Identify project partners and their interests.

Project Planning

- Develop a project management plan that describes how the project will be executed, monitored, and controlled, which should include but not limited to:
 - Scope management plan
 - Requirements management plan
 - Schedule management plan
 - Cost management plan
 - Risk management plan
 - Communications management plan
 - Project partner (i.e., stakeholder) management plan

Project Execution

- Perform activities to accomplish project objectives.
- Manage the completion of the project deliverables to meet the planned project work and milestones.
- Manage project communication channels, both external and internal to the project team.
- Provide updates on project progress, milestones, and issues, and update the Project Owner in accordance with the communications management plan.
- Issue change requirement and implement approved changes into the project's scope.
- Manage risks and implement risk response activities.
- Maintain communication and engagement with project partners.
- Facilitate meetings and discussions to gather feedback and make decisions.
- Ensure that project documentation is accurate and up to date.
- Draft and evaluate request for proposals in collaboration with the project team as required to perform project work.

Project Monitor and Control

- Track project progress against the project management plan.
- Assess performance and implement corrective or preventive actions as recommended.
- Identify risks and track, monitor, and report out on status of risk management and ensure risk response plans are being executed.
- Monitor implementation of approved changes as they occur.
- Implement changes to the project plan as required.
- Monitor budget expenditures and resource utilization.
- Manage project budgets, financial resources, and provide updated cost forecasts and project schedule information.

Project Closing

- Ensure all project deliverables are completed satisfactorily.
- Obtain formal acceptance and approval from stakeholders.
- Close out project contracts and documentation.

These duties may vary depending on the size, complexity, and nature of the specific HAF initiative and project.

City Wide Responsibilities

- Build and maintain positive working relationships with coworkers, project team members, stakeholders, vendors, and other City employees.
- Promote a safe workplace; ensure that all established safety procedures are followed.

Necessary Qualifications

Knowledge:

- Demonstrated knowledge of project management methodologies, processes, and best practices (project planning, resource scheduling, stakeholder management, financial management, issue/risk management and project delivery) as per the Project Management Body of Knowledge (PMBOK).
- Knowledge of change management and stakeholder consultation processes.

- Knowledge of cost control and financial management practices, budget formulation and maintenance processes.
- Working knowledge of human resources practices and procedures, and of union contracts and labour relations principles as they relate to the work performed.
- Working knowledge of WorkSafeBC regulations and safe work procedures.
- Skilled in managing organizational change.
- Proficiency working with Microsoft Office Suite, including Word, Excel and MS Project or alternate project management software.

Key Competencies:

- Collaboration and Negotiation
 - Able to work collaboratively across departments and with diverse stakeholder groups, to gain cooperation and build consensus, and ensure ideas, proposals, needs, and solutions of all stakeholders are considered.
- Communication
 - Excellent interpersonal, oral, and written communication skills with ability to communicate complex information systems practices and procedures to a wide variety of audiences.
- Conflict Management
 - Able to resolve conflict with a professional manner and calm demeanour, and to deal effectively with the public, staff, elected officials, vendors, and external agencies.
- Decision Making and Problem Solving
 - Strong analytical and problem-solving skills. Capable of assessing situations under stress and making sound decisions while ensuring project objectives are not adversely affected.
- Leadership
 - Able to lead, motivate, inspire and support others to deliver. Lead by example in maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Networking and Relationship Building
 - Able to establish and maintain effective, respectful and cooperative working relationships and build credibility at all levels with a variety of internal and external customers.
- Planning and Organizing
 - Strong planning, organizational, and project management skills. Able to effectively manage multiple projects, develop reliable project timelines, budgets, and plans, and deliver against them.
- Teamwork
 - Works effectively as both a team leader and team member, promoting cohesion, inclusion, and collaboration.
- Professionalism
 - Exemplifies professionalism and personal integrity in the performance of duties involving highly sensitive and confidential issues.
- Results Orientation
 - Able to deliver effective outcomes using a results oriented approach.

Education:

- Undergraduate degree in Planning, Public Administration, Business Administration, Project Management, or other relevant discipline or a diploma in a related field combined with a significant combination of relevant training and experience.

Training:

- A certificate or formal training in project management methodologies, practices, and processes consistent with those provided by the Project Management Institute (PMI).
- Must possess and maintain a valid BC driver's licence as per City policy.

Experience:

- Minimum of five (5) years' experience managing Planning and or Engineering projects.
- Minimum five (5) years' proven and progressive project management experience.
- Minimum three (3) years' supervisory experience, managing project teams, preferably in a unionized environment.

Preferred Criteria

- Project Management Professional (PMP) Certification.
- Experience in local government or public administration, particularly in the areas of Planning, Land Development and Capital Projects.