

GREENVIEW, ALBERTA

JOB TITLE: SENIOR PROJECT MANAGER, TRI-MUNICIPAL INDUSTRIAL PARTNERSHIP
LOCATION: Negotiable; Attend meetings as required
STATUS: Contractor Position (12-18 Month Term)
CONTRACTOR RATE: Negotiable based on experience; Variable hours per week

SUMMARY:

As an independent contractor, the selected individual or organization will act as the Senior Project Manager for the Tri-Municipal Industrial Partnership (TMIP) project and is responsible for the management and supervision of all aspects of growth of the TMIP project from inception through the transition to the commencement of the newly created, separate corporate organization. This consultant will act as the lead liaison for all segments of development in order to advance the goals and objectives of the TMIP project. As a member of the Project Administration Leadership Team, the Senior Project Manager is responsible for achieving the project deliverables under the guidance of the Tri-Municipal Industrial Partnership Committee.

REPORTING STRUCTURE:

- Receives direction from the Tri-Municipal Industrial Partnership Committee via the Tri-Municipal Industrial Partnership Administration.
- Directly collaborates with the Economic Development Officer for Greenview.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide project management expertise to ensure all aspects of this development are met, including: administrative, financial, environmental and legal.
- Develop and implement strategic and operational plans as per the goals of the Tri-Municipal Industrial Partnership project.
- Coordinate and manage negotiation activities with the Provincial Government.
- Liaise and foster relationships with contractors, consultants, stakeholders, industry, partners and all levels of government to facilitate advancement of the project.
- Responsible for consultation and negotiation with First Nations and all other relevant stakeholders.
- Manage and track all aspects of the project, including the scheduling, deliverables and financial performance in order to provide regular project reports.
- Responsible for the coordination of consulting service agreements.
- Liaise with external service providers to ensure that required services are obtained with consideration of timeliness and cost effectiveness.
- Develop and foster effective relationships with the board members and partnering CAOs.
- Planning and preparing for project meetings including agenda preparation, scheduling and chairing of meetings.
- Establish and maintain a contact list to manage all contractor, consultant and stakeholder relations.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Experience in working effectively with a board of directors, industry executives, elected officials as well as community members.
- Proven and successful career track record of large scale project management, preferably in relation to the petroleum industry.
- Post-secondary education in Engineering, Business or a related Science field is desired. A combination of education and experience will be considered.
- Must have knowledge of the petroleum industry and the investment community.
- General knowledge about legislation applicable to public lands and environmental legislation and regulation required.
- Experience in economic development, land use planning, municipal &/or public sector is considered an asset.
- Project Management Professional designation and/or relevant certifications desired.
- Class 5 driver's license.

SKILLS AND COMPETENCIES REQUIRED:

- Ability to effectively build relationships with a wide variety of key stakeholders.
- Strong project management skills required to ensure timely and efficient analysis, planning, implementation and reporting in order to ensure accountability.
- Excellent communication skills and demonstrated ability of a clear, straightforward and tactful style.
- Highly diplomatic and skilled with complex negotiations.
- Working knowledge of contract language and legal requirements of contracts.
- Skilled presenter in audiences of all sizes paired with media relations competency.
- Political acumen and understanding of legislative and regulatory processes with an ability to judge possible political impacts stemming from recommendations and actions.
- Sound assessment skills to determine importance, urgency and risks; must be able to communicate controversial or difficult decisions.
- Honest, integral, trustworthy and authentic; an individual who operate with the highest ethical standard and will bring a consistent approach to working with board members and stakeholders.
- Must be self-motivated, and able to work independently.

Note: The above statements are intended to describe the general nature and level of work being performed by the contractor. They are not intended to be an exhaustive list of all responsibilities and activities required of the contractor.

SUBMISSION INFORMATION:

Interested parties may express their interest by submitting a cover letter and resume by June 9, 2017 at 4:30 p.m. in one of the following ways:

By E-mail: invest@mdgreenview.ab.ca

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0

Fax: 780-524-3981