

PROJECT MANAGER TRI-MUNICIPAL INDUSTRIAL PARTNERSHIP MUNICIPAL DISTRICT OF GREENVIEW, ALBERTA

DEPARTMENT: CAO Services
LOCATION: Valleyview or Grovedale, AB
STATUS: 12 Month Term Position

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.

SUMMARY

The Project Manager for the Tri-Municipal Industrial Partnership (TMIP) project will report to the Chief Administrative Officer for Greenview, collaborating directly with the Manager, Economic Development and in cooperation with the Tri-Municipal Industrial Partnership Committee. The Project Manager is responsible for the management and supervision of all aspects of growth of the TMIP from inception through the transition to the commencement of the newly created separate corporate organization. The proponent will act as the lead liaison for all development activities to advance the objectives of the TMIP. As a member of the Administration Leadership Team, the Project Manager is responsible for achieving the project deliverables under the guidance of Greenview's Chief Administrative Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide project management expertise to ensure actions to advance the development of the TMIP are met, including: administrative, financial reporting, environmental and legal.
- Develop and implement strategic and operational plans as per the goals of the TMIP 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.

SAFETY • TEAMWORK • INTEGRITY • LEADERSHIP • EXCELLENCE IN SERVICE



Main Office: 780.524.7600
Toll Free: 1.888.524.7601

www.mdgreenview.ab.ca



- 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 operates 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.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Occasional light lifting.
- Extensive use of computer and telephone.
- Long periods of sitting, good lighting, temperature and noise control.
- Normal working day consists of 7.5 hours; however, overtime may be required.
- Extensive Provincial travel and occasional National and International travel may be required.

SAFETY • TEAMWORK • INTEGRITY • LEADERSHIP • EXCELLENCE IN SERVICE



Main Office: 780.524.7600
Toll Free: 1.888.524.7601

www.mdgreenview.ab.ca



HEALTH AND SAFETY:

All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.

- Ensure all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations;
- Ensure all applicable provincial and federal regulations, acts, guidelines, etc. are followed;
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: 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 the position.

HOW TO APPLY:

Interested candidates may submit cover letter (*stating the position you are applying to*) and resume by **August 31, 2020**, in one of the following ways:

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

By E-mail: careers@mdgreenview.ab.ca **(Please quote the position in the subject line)**

Website: www.mdgreenview.ab.ca

Confidential Fax: 780-524-3981

While we truly appreciate all applications, only those selected for an interview will be contacted.

SAFETY • TEAMWORK • INTEGRITY • LEADERSHIP • EXCELLENCE IN SERVICE



Main Office: 780.524.7600
Toll Free: 1.888.524.7601

www.mdgreenview.ab.ca

