

#### Job Title

West Shore Initiative Project Manager

#### Division Department

Operations & Resilience

#### Recruitment Type

Temporary Full Time

#### # of Hires Needed

1

#### Closing Date

8/17/2022

#### Job Description

Reporting to the AVP Operations & Resilience, the West Shore Initiative (WSI) Project Manager (PM) will be responsible for the coordination and execution of the first phase of development of the WSI; a capital investment that exceeds \$95M.

Aligned with RRU's organizational objectives and the specific outcomes described in the approved WSI business case, the incumbent will coordinate all dimensions of the WSI and be responsible for execution of the phase I capital development of the new campus. The WSI PM will liaise with executive sponsors, academic program development lead(s), and be a critical connector in external partner and stakeholder engagement and communications, including relevant interactions with other interested parties.

To move this work forward, the WSI PM will work with externally contracted construction management resources and associated consultants as well as academic and operational partners committed to the WSI.

The incumbent will bring a depth of project management expertise to the project and exercise a sophisticated level of oversight, coordination, and discipline. Monitoring and reporting out on all WSI-specific activities will be critical to ensure the realization of approved scope, that the new campus is completed on time and within budget and that the transition to operations is executed smoothly.

Additionally, the work of the WSI PM will involve collaboration with a project analyst assigned by the university's finance team and align with activities and processes within RRU's overarching capital program managed by the AVP Operations & Resilience.

#### Job Requirements

A seasoned project manager with exceptional communication skills and proven leadership in complex organizations, the PM must have a well-developed work ethic, be proactive in terms of risk management and bring a vast experience of work in a fast-paced and dynamic project environment with multiple interested parties. Key outcomes of this role will be focused on the following:

- Undergraduate credential in a discipline relevant to capital infrastructure initiatives and 10 years of experience as a qualified project manager (with a PMP or equivalent credential)
- Proven success in leading complex, multi-stakeholder projects through implementation
- Proven experience leading high-value, complex projects
- Advanced analytical and critical thinking skills

- Demonstrated experience managing budgets for infrastructure/construction projects
- Clear understanding of the [architectural] design process typically followed in the development of an infrastructure project
- Demonstrated experience in a leadership role in complex work environments with a well-developed sense of organizational awareness and capacity to interface with both internal and external parties in multiple management and operational levels
- Demonstrated experience and commitment to effective conflict resolution and conflict management in the workplace
- Outstanding organizational skills and ability to plan and manage time
- Ability to multitask, work under pressure and shift priorities as/when required
- Excellent communication skills – written and verbal – including ability to deliver senior management-level presentations
- Superior interpersonal skills, including ability to negotiate effectively
- Positive attitude and professional approach to working relationships
- Demonstrated ability to work independently and with a team
- Proven ability to work well under pressure
- Commitment to exercising good judgment and respect confidentiality
- Proficiency with MS Office software products including project management tools
- Valid BC driver's license

Additional assets will include:

- Sound knowledge of the BC post-secondary system and more specifically, RRU's vision, business strategy and current program offerings
- The commitment to and interest in supporting the management of a broad array of duties spanning from repetitive, routine tasks to complex matters
- A Microsoft Excel "super user" and/or experience with MS Project
- Experience working on business process reengineering initiatives, and/or LEAN or Six Sigma training

#### Additional Information

This is a temporary, full-time position working 37.5 hours per week for a term from September 1, 2022 until March 31, 2025. This position has been evaluated at ME-C with a salary range of \$104,246 (minimum) to \$122,642 (midpoint) to \$141,038 (maximum) per annum. Employment offers will normally be made between the minimum and midpoint of the range and are determined by knowledge, experience and internal equity. The University is pleased to offer a comprehensive benefit package. Royal Roads University is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our faculty and staff including, but not limited to, women, visible minorities, Indigenous people, persons with disabilities and persons of any sexual orientation or gender identity.

While Royal Roads University values all applications we receive, only those candidates shortlisted for further consideration will be contacted. Please note that all qualified candidates are encouraged to apply, however, applications from Canadians and permanent residents will be given priority. If you require any form of accommodation throughout the recruitment process, please contact us directly at [human.resources@royalroads.ca](mailto:human.resources@royalroads.ca) attention: Lorisha Bühler or 250-391-2600 extension 4408 so we can offer you individualized assistance and ensure equity in our recruitment and hiring process. ALL COMPETITIONS WILL CLOSE AT 10.00 P.M. ON THE DATE OF CLOSING

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**Please APPLY on our company website:**

<https://royalroads.mua.hrdepartment.com/hr/ats/Posting/view/1471>