

Classification	Administrator
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Pay Group:	12

ASSOCIATE DIRECTOR, PLANNING & PROJECTS

NATURE AND SCOPE OF WORK

The Associate Director, Planning and Projects is responsible for providing leadership for all campus planning, construction, renovations and campus planning for the University.

Under the general direction of the Director, Facilities Services and Campus Planning, this position is responsible for providing leadership and vision for the management, co-ordination, support and effective delivery of capital projects and space planning. The role includes: the development of planning processes to manage projects from viability to occupancy; project management oversight for project construction; co-ordination with Facilities Operations and external vendors in support of capital projects; managing and overseeing budget development, estimates, cash flow, and reporting to the Ministry and others as required; as well as developing guidelines, best practices and standards for construction, project delivery and space planning for the University.

This position reports to the Director, Facilities Services and Campus Planning. Reporting directly to the Associate Director, Planning & Projects are the Manager, Project Management Office, the Manager Infrastructure and Systems and the Manager, Campus Planning.

ILLUSTRATIVE EXAMPLES OF DUTIES

Planning and Strategy

Support the Director, Facilities Services and Campus Planning with the development, implementation and updating of the Campus Master Plan.

Prepare and/or oversee the preparation of funding submissions for major capital projects including preparation of the Opportunity Assessment, Concept Plan and Business Cases.

Oversee the preparation of the Five-Year Capital Plan for submission to the Ministry. Ensuring broad consultation in the development of the plan including Facilities Operations and that it supports the University's Strategic and Academic Plans.

Responsible for space planning and space utilization on campus including developing strategies to maximize use of space on campus.

Responsible for developing and implementing a coordinated planning process, which gathers information from all partners from project concept to completion.

Ensure development and maintenance of project records and drawings.



Ensures that space audits are conducted for the University on a regular basis reviewing utilization, quantity, and quality of existing space. Data from the audits is to be maintained in a space inventory database that includes analysis of space assignments including but not limited to available and underutilized space, current and future space requirements and strategies to increase space efficiency.

Ensures the team monitors trends and practices in teaching and learning as well as space and campus planning.

Project Management

Oversee the development and management of the capital budget, including cash flow and report status to the Ministry of Advanced Education Skills & Training.

Ensure the development of design guidelines for all projects.

Ensure the solicitation and review of proposals including preparation of RFQ's, RFP's, ITT's, etc. are completed in accordance with University, Provincial and other regulatory bodies as required.

Lead or ensure others as appropriate interact with appropriate representatives for application and receipt of all required permits and approvals for construction and renovation projects including negotiation of influence to ensure the CapU's requirements are not compromised by regulatory requirements.

For major capital projects oversee consultants and contractors as required to execute projects, including providing direction as to ensure project requirements are met. Review and approve project design, specifications, schedule, change orders, and review and approve applications for payment, etc.

For minor capital projects ensure direct reports oversee all aspects of the project process to ensure successful completion within the approved budget and schedule.

Ensure that planning and construction conforms to all applicable government agency codes, regulations, by-laws, and are in accordance with University policies, mission and mandate, strategic plan, and departmental procedures.

People Management

Manage three direct reports: Manager, Project Management Office; Manager, Infrastructure and Systems; Manager, Campus Planning.

Manage and provide leadership by coaching, guiding, and modeling key behaviors/strategies, encouraging dialogue and providing guidance and advice to facilitate resolutions to work issues.

Mentor managers on how to best lead their teams by defining shared and individual goals, meeting target dates and ensuring alignment of team goals.

Ensure staff receive appropriate safety and other training to effectively carry out their responsibilities.

Develop a team structure that fosters an approach of collaboration and collective problem solving to assure the best possible customer service outcomes and models.



Responsible to ensure scheduling of the workload is efficient and economical while meeting University requirements including consulting with staff to plan, evaluate and prioritize issues and workloads.

In consultation with Human Resources, support managers in administering the collective agreement in relation to staff, including hiring, performance appraisal, absentee management, discipline as applicable, authorizing overtime, leaves, professional development and other similar requests and representing management, where required, in the grievance process.

Attract and retain staff by developing and implementing recruitment and selection strategies, providing training to staff, and ensuring a stimulating work environment. Monitor and assess performance and employ engagement strategies such as coaching and mentoring as appropriate to enhance performance.

Community Engagement

Ensure inquiries, requests for assistance, and complaints are responded to promptly.

Interpret and explain contract requirements, and terms and conditions, to community members to support compliance with contractual requirements and to inform decision-making.

Consult with administrators, faculty, deans, staff, and external consultants and contractors determining each stakeholder's requirements and working to ensure all community members' requirements are balanced within the available resources through negotiation of requirements, adjustment of expectations, and communication of what will occur.

General Administration

Prepare proposals for construction/consulting services.

Prepare management reports.

Develop and implement strategic and operational plans and budgets, in consultation with the Director, Facilities and Campus Planning for areas of responsibility and participate in the preparation of the Department's strategic and operational plan including providing input to energy conservation and capital renewal plans identifying required system and equipment upgrades.

Participate in developing, establishing, and administering departmental policies and procedures.

Represent the Department and/or the University on various committees on behalf of the Director.

Maintain currency in areas of responsibility by monitoring relevant publications, attending seminars and training sessions, maintaining professional certification, participating in conferences and professional organizations.

Liaise with representatives of other educational institutions to exchange professional advice and to determine cost/information task sharing opportunities.

Assume the duties of other management positions in the Facilities Services department as and when required.



Assume other related duties as assigned by the Director, Facilities Services and Campus Planning.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated ability to organize the work of a department; plan, schedule, direct, coach, supervise, and evaluate the work of employees.
- Strong mentorship/training skills.
- Exceptional interpersonal and customer service skills.
- Personal style that builds a service-oriented team.
- Extensive knowledge of the principles of facilities planning, design, and construction including the ability to read and interpret drawings, specifications, contracts, tenders, and other complex documents.
- Significant project management experience directly related to construction, renovation and building system upgrade projects.
- Thorough knowledge of facilities planning, architectural design and programming, capital project budgeting, construction document production, construction project administration, governing building codes, and construction methods.
- Experience with sustainable building strategies and the ability to prepare and analyze life cycle costs for building design decisions.
- Considerable knowledge of municipal, provincial, and federal codes, regulations and acts. Building Code, WorkSafe BC Good knowledge of procurement and negotiation practices (RFP, EOI, ITT and CCDC construction documents).
- Ability to write detailed and succinct reports.
- Strategic thinker with demonstrable ability to grasp and analyze complex problems and develop innovative and practical solutions that are effective.
- Takes responsibility for own work. Feels personally committed and accountable to deliver results quickly, accurately, and effectively. Uses thoughtful judgment when responding to situations that are not going well and uses foresight to overcome obstacles.
- Ability to express views, ideas, and facts effectively both orally and in writing.
- Proven communication skills dealing with other University departments, employees, consultants, contractors, and the general public.
- Ability to establish and maintain effective working relationships with senior management, faculty, staff, students, government agencies, accreditation bodies, and members of the general public.
- Ability to work effectively under time constraints with changing priorities.
- Excellent problem solving, analytical reasoning, and conflict resolution skills.
- Proficient with standard office applications (i.e. Word, Excel, etc.).



REQUIRED QUALIFICATIONS AND EXPERIENCE

- Seven or more years of recent, related experience in progressively more complex and senior management/leadership roles with responsibility for planning and development of capital and strategic plans preferably in a public sector union environment or an equivalent combination of education, training and experience. Experience within the post-secondary environment is preferred.
- Completion of a university degree preferably at a master's level in Construction Management, Engineering, Urban Planning, Architecture, Project Management, Facilities Management, or the equivalent in experience and/or certification.
- Certification as a LEED or other sustainability professional is desirable.

REQUIRED CERTIFICATES, LICENCES AND REGISTRATIONS

- Project Management (PMP) designation or equivalent.
- Holds and continually maintains a valid class 5 British Columbia driver's license.