



University of Victoria Position Profile

Position Title: Associate Director, Project Management Services

Division: Facilities Management

Reports to: Director, Project Management Services

Direct Reports: 8

Indirect Reports: 8

The Challenge

The University of Victoria is growing, and we are searching for a leader with strong communication and interpersonal skills who excels at mentoring, developing and coaching a project management team, as well as provide leadership, confidence and expertise to project stakeholders and contracted resources across the Campus. The successful incumbent of this position will have demonstrated skills and experience in institutional, commercial and capital builds, and have undertaken projects from planning and design through to delivery and close out.

About the University of Victoria

We live, learn, work and explore on the edge of what's next; for our planet and its people. Here at UVic, we are committed to research-inspired dynamic learning; a key element that makes this Canada's most extraordinary academic environment. We are recognized for our excellence in teaching, learning, researching artistic creativity, professional practice and service to the community. As members of a diverse community, we challenge one another to become thoughtful, engaged citizens and leaders, prepared to contribute to the betterment of a rapidly changing world. Exceptional people, students, faculty, staff and alumni have made UVic what it is today and are the foundation that creates and sustains the quality of our programs in teaching and research. Our people play a vital role in enabling the University to fulfill its mission and promise to become the University of choice for outstanding students, faculty and staff from British Columbia, Canada and the world. UVic isn't just a workplace, it's a community. We encourage diversity and celebrate our differences in every aspect of our Campus. As such, we are committed to providing a safe, supportive, welcoming and healthy environment that fosters personal growth and career success. Come to UVic to pursue a meaningful career and make a vital impact in your community and beyond.

The University of Victoria is a national and international leader in many areas of critical research and creative endeavor. UVic UVic was placed among the top 250 Universities in the world by Times Higher Education. UVic is deeply immersed in the life of communities around the world. With civic engagement as a key part of our mission, our faculty, students and staff walk side by side with community partners in



Canada and abroad, tackling together the essential issues that matter to people, places and the planet. The University of Victoria, one of Canada's leading universities, is a rich and supportive learning community for students and faculty alike.

Widely recognized for leadership in research, inspired teaching and community engagement, UVic provides innovative undergraduate and graduate programs and real-life learning experiences in a diverse and welcoming West Coast environment.

In 2016, UVic was also named one of Canada's Best Diversity Employers for the fifth year in a row. Nationally, 65 organizations were recognized for a range of initiatives that attract and retain employees from diverse communities. UVic was one of only seven universities included on the list, and the only organization in Victoria.

For the fifth consecutive year, the international Leiden University rankings have highlighted an indelible characteristic of the UVic Campus—our global perspective. The data-driven rankings, produced by the Centre for Science and Technology Studies at Leiden University, consistently demonstrate that UVic researchers publish a higher proportion of research based on international collaboration than any other Canadian University. UVic also retains its place in the top one percent of universities in the world and among the top-ranked in Canada for scientific impact.

The University of Victoria's History

The University of Victoria is the oldest University in British Columbia as it was established in 1903 as an affiliated college of McGill University, later gaining full autonomy through a charter on July 1, 1963 in Victoria, British Columbia. [15] Victoria College, which had been established in 1903 as an affiliated college of McGill University, gained autonomy and full degree granting status on March 1, 1963. The non-denominational University had enjoyed 60 years of prior teaching tradition at the University level as Victoria College.

Late in this transitional period (through the cooperation of the Department of National Defense and the Hudson's Bay Company) the 284 (now 385) acre Campus at Gordon Head was acquired. Academic expansion was rapid after 1956. In 1961 the College, still in affiliation with U.B.C. awarded its first bachelor degrees. The transition was complete when on July 1, 1963 Victoria College became the degree granting University of Victoria on its new Gordon Head Campus.

The historical traditions of the University are reflected in the coat of arms, its academic regalia and its house flag. The motto at the top of the Arms of the University, in Hebrew characters, is "Let there be Light"; the motto at the bottom, in Latin, is "A Multitude of the Wise is the Health of the World."



Campus Vision

The Campus of the future will experience new development while preserving the spirit of place inherited from the past, and respecting First Nations history and continued presence, and the commitments to environmental stewardship that are so widely shared in our community and our culture.

Our Gordon Head home will be a compact Campus within a verdant setting. Natural areas will be maintained and restored, respecting the widely-shared desire for a Campus that creatively blends nature with built environments. Ours is a community to be walked, and it should become increasingly so. Open spaces, physical connections, and new buildings and facilities will be designed at a pedestrian-friendly scale, with safe and open access to all, in the spirit of an intimate and welcoming landscape. Flowing from the Vision, the four main Goals of the Campus plan describe desired end-states for open space, land use and buildings, mobility, and engagement.

Facilities Management

As stewards of the Campus, Facilities Management fosters and enriches an inviting and functional environment that welcomes and supports all who come here. Facilities Management's customers include Deans, departments, faculty, staff and students. The department's branches work together as a team to ensure a high standard of customer service delivery, as well as the provision of capital projects, and effective, efficient and safe performance for the operation and maintenance of Campus buildings. The Facilities Management team is made up of over 300 dedicated employees and cares for 137 buildings. Attending to over 4,000 work requests each month they are stewards of 397, 104 square metres of building space. The department has been recognized for their outstanding work within the Campus with numerous awards such as;

Canada Green Building Council - UVic LEED® Gold - Centre for Athletics, Recreation & Special Abilities - 2017

Community/ Educational Excellence - Commercial Building Award - CARSA Building - 2015

Canada Green Building Council - UVic LEED® Gold - South Tower Residence – 2013

Canada Green Building Council - UVic LEED® Gold - Administrative Services Building - 2011

Overall Award for Excellence / Commercial Building Awards-First Peoples House – 2010

The Facilities Management is a diverse and dynamic group of professionals. They are dedicated to the provision of support services necessary to promote excellence in the teaching, research and community service activities at the University of Victoria.

Our objective is to be an excellent facility management organization, we will strive to:



- Effectively manage University resources
- Provide client focused service and support
- Communicate professionally and effectively
- Engage University and community stakeholders
- Provide outstanding stewardship of the Campus environment
- Hold high standards for professional and personal accountability

The Position – Associate Director

Reporting to the Director of Project Management Services, the Associate Director of Project Management Services is responsible for the management and oversight of design and construction services for the delivery of the University's capital projects and related services. The Associate Director is responsible for the team of staff as well as contracted resources and provides leadership and expertise to project stakeholders across the Campus, including academics, researchers, unit leaders, students, staff and others through the full project management life-cycle – from planning and design through to delivery and closeout.

This position leads project stakeholders (academics, researchers, unit leaders, students, staff and others) through delivery of major new building projects and renovations on Campus. These responsibilities require consultation and effective communications with internal user groups and external vendors. The position is responsible for the administration, reporting, and spending required for University projects funded through capital accounts and customer accounts. Responsibilities include liaising closely with Facilities' Managers and assisting and guiding Facilities staff and external service providers in the delivery of projects.

Under the direction of the Director of Project Management Services, this position liaises with the University's Financial Planning and Operations Office, Purchasing Services, Campus Security, Occupational Health and Safety, FMGT maintenance shops and janitorial services, external regulatory agencies, and industry related consultants / organizations. This position provides direct management, supervision, training and mentoring of the all the Project Officers within the department. This position also provides supervision, training and mentoring of contracted and/or out-sourced resources.

The Associate Director's involvement in projects requires flexibility to work weekends or after hours in accordance with project schedules; work requires physical, sight and hearing abilities ensuring safety and conducting site visits where there is exposure to height conditions, noise, untidy and potentially hazardous site conditions during construction and/or including exposure to weather conditions.



Education, Experience, and Competencies

You will need a University Degree in Architecture or Engineering with 10 or more years of experience in a senior project management role responsible for planning, design and construction contract administration, and a minimum 5 years of management / supervisory experience. An equivalent combination of education, training and experience could also be considered.

Experience and abilities to include:

- Able to provide effective briefings, seminars, presentations, to both small and large audiences.
- Extensive knowledge of capital project management, planning, design, construction and project administration.
- Management / supervisory experience in the hiring and oversight of industry professional consulting and contracting services.
- Management / supervisory experience obtained in a large, complex and unionized environment.
- Able to lead and manage staff and outside project management service providers in a collaborative team approach.
- Demonstrated knowledge of legal aspects of construction contract law.

The University of Victoria Core Competencies:

The competencies represent the skills, knowledge and behaviors required to advance the initiatives of the unit/department and the University.

Key job-specific competencies include:

- Commitment to Quality – improves work practices to achieve desired results and support productivity.
- Navigating Change – demonstrates adaptability and resilience in response to changing work environments and demands.
- Communication – Communicates (English) effectively in conversation and writing with a broad range of people.
- University Community – values diversity of the University's people and their cultures. Demonstrates an understanding of the University's vision, mission and goals.



Key Accountabilities

Manage Services 45%

- Manage resources to ensure the department is equipped to provide services that meet customer needs and expectations within the Department's mandate.
- Align staff priorities and efforts with the Project Management Services Division and overall FMGT Department priorities to ensure integrated and collaborative efforts.
- Collaborate with the Director to ensure that the Division is effectively integrating its services.
- Provide recommendations, advice and guidance to University staff regarding University standards, policies and procedures.
- Actively participate as a member of University facilities committees as required.
- Collaborate with key internal contacts such as the Director, Executive Director, FMGT Leadership Team, AVPFO, Deans, and other Directors and Department Heads.
- Work internally with other members of the Department and University staff in long-term planning and issues of service delivery.
- Responsible for overall project management and delivery of capital projects on Campus, and the training and coaching of project management staff, in the areas of financial cost control, quality control, risk management, adhering to established schedules; makes recommendations and implements measures for improvement as required.
- Actively participate in short, medium and long-term planning of projects so that those projects are planned to enable the University's priorities.
- Manage project prioritizations based on the strategic needs of the University, and allocation of resources accordingly.
- Contribute to the development of detailed Programs of Requirements for building projects based on accepted standards and in collaboration with customers; interface with user groups to ensure Programs reflect needs.
- During project design development, review and critique project consultant designs, and review completeness of drawings, commenting on conformance to University standards and guidelines.
- Collaborate and contribute to the maintenance of all University building standards and policies related to building systems, products and materials, as well as consultant services guidelines and contracts.
- Advise staff on possible variations of standards and analyze the implications of doing so.
- Approve requests to vary standards and make recommendations to consultants.

Construction Projects and Contract Administration 45%

- Manage the delivery of staff and contracted services for all capital projects, ensuring their



proper planning, design, specification, delivery and administration.

- Advise the University on consultant / supplier contract administration and conflict resolution; negotiate with professional consultants / suppliers in solving complex problems related to completion of construction.
- Manage, interpret and administer contracts and where necessary liaise with the Director on matters of dispute.
- Ensure accurate implementation of all acts, policies, regulations, statutes, and codes relative to building projects and provide technical advice to staff regarding procedures for doing so.
- Review consultant project designs and provide approval of designs at critical milestones of project development.
- Ensure adherence to proper procurement procedures for appointing consultants and contractors / suppliers with adherence to government regulations.
- Initiate and manage the construction tender process; evaluate and assist in award of contracts and where applicable make recommendations for final approval to the Director.
- Develop and negotiate contracts with architectural, engineering and other special consultants and suppliers; evaluate and oversee award of contracts or, where applicable, make recommendation for final approval to the Director.
- Liaise and ensure coordination with the Manager of Modification Services and other senior staff to ensure state-of-the-art project management practices, processes and procedures are incorporated as part of all departmental project delivery.
- Provide project information and analysis as required for reporting as required by the Director in support of the Executive-Director, VPFO and Board of Governors.
- Review and oversight of processing of consultant, contractor, and supplier invoices.

Accessibility, Sustainability and Green Building Initiatives 10%

- Ensure that the University addresses universal accessibility in all its projects to improve the Campus for those who have challenges and special needs.
- Ensure sustainability is considered in all activities.
- Ensure high performance and green building initiatives are incorporated in all capital construction projects.
- Participate in the development of metrics for the measurement and reporting of Sustainability Policy successes.

Ensure that LEED® mandatory credits, green building initiatives and interior furnishings standards are outlined and maintained in the University's building standards.

Benefits and Perks



UVic compensation is competitive with:

- Annual [salary](#) increases – 3% progression increases up to the salary job rate, and 2% performance increases from the job rate to the ceiling, of the salary range
- 7-hour work days and 35-hour work weeks
- Generous vacation time off - 22 days to start, increasing to 25 days
- Annual holiday closure between Christmas and New Years
- Leaves – maternity, parental, adoption, personnel, sick and long-term disability*
- Flexibility in arranging work schedules
- Access to personal and central [professional development funds](#)*
- Diverse range of [learning and development opportunities](#)*
- Sustainability initiatives including [discounted transit passes](#) and a pedestrian and bike friendly Campus*

UVic contributes to your and your family's health and wellbeing through its:

- Comprehensive [medical](#), [dental](#)* and [pension](#)* benefits
- [Employee and family assistance program](#)
- Discounted athletic facility membership
- Access to [health and wellness tools and resources](#) to support you in finding work-life balance



Community Snapshot – Victoria, BC

Located on the southern tip of Vancouver Island, Victoria is the capital of British Columbia with a population of 345,000. With a vibrant population like ours, there's a great selection of things to do. From international film, music, art and cultural festivals to poetry readings and musical performances, there are countless opportunities to see talented artists. Escape your everyday with scenic Inner Harbor strolls, centuries-old historical sites, superb local coastal cuisine, and a thriving arts and cultural scene.



Victoria is the ideal year-round playground for outdoor adventure enthusiasts, and a warm, welcoming and multicultural city. You have your pick of outdoor excitement here. Take a sailing course, hike a mountain, explore the coastline by kayak or drive up island for a weekend of skiing. We've got it all. Victoria may be surrounded by rainforest but it's a lot drier than nearby Seattle or Vancouver. Annual rainfall is just 23.9 inches and Victoria is home to the warmest winters in Canada, while boasting an average of 2,183 hours of annual sunshine! Snow isn't common in the city, so golfers, hikers and tennis enthusiasts can play outside all year long.



Rudyard Kipling wrote of Victoria, "Real estate agents recommended it as a little piece of England – the island on which it stands is about the size of Great Britain – but no England is set in any such seas or so fully charged with the mystery of the larger ocean beyond... I tried honestly to render something of the color, the gaiety, and the graciousness of the town and the island, but only found myself piling up unbelievable adjectives, and so let it go with a hundred other wonders."

For more information about everything Victoria has to offer, visit;

<http://www.victoria.ca> Or <https://www.tourismvictoria.com/>

To further explore this opportunity, go to www.mnpconsulting.ca and submit your resume in confidence to Linda Beaudry, Practice Leader (Linda.Beaudry@mnp.ca or call 778.432.3056).