

Supervisor, Project Management Job Number: 36358

Enhancing the lives of Edmontonians through the way we plan, build and sustain parks & open spaces.

The Open Space Planning & Design team is responsible for shaping the city's open spaces and building a healthy City. The team plans and designs district, neighbourhood and river valley parks, including golf courses and cemeteries. Reporting to the Director of Open Space Planning & Design, the Supervisor, Project Management will lead a team of program managers, project managers and project coordinators who oversee work being planned and designed by the internal design team and external consultants. This position plays a critical role in ensuring that City policies and priorities are addressed, such as Breathe, Ribbon of Green, North Saskatchewan River Valley Bylaw, and Natural Connections to name a few. The Supervisor, Project Management will be responsible for:

- Building and fostering positive working relationships with communities, stakeholders, partner groups, internal business partners, leadership and Council
- Bringing their strong knowledge and passion for open space, planning and design to the team
- Oversight, review, approval and alignment of project management design deliverables with City policies, corporate Project Management requirements, industry standards, safety requirements and environmental policies
- Aligning the team's resources to maximize skills and internal assets to support projects and meet client expectations
- Implementation of new or improved project processes within the team to align with City policies and the core Project Management requirements
- Providing oversight of financial management decisions, including budget and estimates on projects
- Tracking and reporting progress changes, making recommendations for improvements on how to resolve issues optimally causing minimal interruption to services
- Providing sound solutions while addressing workload, priorities, and funding
- Participating in the mediation of complex issues involving internal staff and external stakeholders including the public, contractors and consultants. Effectively manage and foresee risks before they arise
- Mentoring, supporting, and empowering a high performing team of professionals to take initiative and lead projects effectively
- Ensuring the team has the tools, resources, training and competencies to deliver high quality plans and designs on multiple programs and projects
- Demonstrating personal exemplification of the City of Edmonton Cultural Commitments: Safe; Helpful; Accountable; Integrated; and Excellent, and inspire the same in others

Qualifications:

- Bachelor's Degree or Diploma in Business Administration, Engineering, Project Management, Architecture, Landscape Architecture or a related discipline. A Master's Degree in a related field would be considered an asset
- PMP certification, professional designation or coursework / training in project management; financial management; public administration; change management; or other leadership training would be an asset
- A minimum of seven (7) years of progressively responsible experience in a leadership role within a large, complex organization
- Demonstrated managerial, financial, and human resource skills
- Ability to meet deadlines, work effectively under public pressure, negotiate and resolve conflicts
- Ability to collaborate and build trust, obtain input, understanding, and participation from staff
- An ability to create a work culture capable of developing a high performing team
- Strong comprehension and experience relating to all aspects of project management
- Experience managing and working with external consultants
- Demonstrated leadership that embodies the cultural commitments of the City of Edmonton of: Safe; Helpful; Accountable; Integrated; and Excellent, and inspire the same in others

We are an equal opportunity employer.

We welcome diversity and encourage applications from all qualified individuals.

Up to 1 permanent full-time position

Hours of Work: 36.9 hours per week, Monday - Friday

Salary: \$110,090 - \$137,619 (Annually)

Talent Acquisition Consultant: JM/MZ

Classification Title: ML3 - Construction Services

Posting Date: May 10, 2019

Closing Date: May 31, 2019 11:59:00 PM (MDT)

Number of Openings (up to): 1 - Permanent Full-time

Union: Management

Department: Building Great Neighbourhoods and Open Spaces

Work Location(s): 14th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4