

1. IDENTIFICATION

Position No	Job Title	Supervisor's Position
14-Various	Project Manager	See Appendix
Department	Division/Region	Community
Community & Government Services	Infrastructure Branch	See Appendix

2. PURPOSE**Main reason why the position exists, within what context and what the overall end result is.**

Project Manager is accountable for the application of the GN Project Management Policy and CGS Project Management Process to consistently deliver major and technically complex infrastructure projects valued up to \$50 million dollars within schedule and budget, and to meet agreed stakeholder needs.

This is accomplished through extensive knowledge of the Project Management Body of Knowledge (PMBOK) and industry standards of Project Management as published by the PMI and extensive experience in the application of that knowledge in the direct planning and development of project management standards and processes of practice.

3. SCOPE**Describe in what way the position contributes to and impacts on the organization.**

This position's responsibilities are territorial in scope and interdepartmental in application through the provision of project management expertise to all GN departments and agencies.

The Project Manager is ultimately accountable for the application of the GN Project Management Policy to the management of GN capital and O&M funded infrastructure projects to ensure that funding is spent in the most cost effective manner, to achieve the program objectives of the business case, and to develop value through infrastructure life-cycle analysis.

In addition, the Project Manager is responsible:

- to lead the interdepartmental project team for coordination, reporting and on-going communication to the client department, Project Sponsor, all team members, and key stakeholders;
- to develop a project plan that describes the project product, how the team will carry out the project, when they expect to finish, and how much they expect it will cost, all in accordance with the project management methodology; and
- to direct and control the project, to report and forecast, to deliver the project within agreed-upon scope, cost, and time parameters, and in accordance with this policy and with the defined project management methodology.

The Project Manager does not have any permanent staff reporting directly to them, but may

periodically supervise the work of summer students and / or university students on a co-op placement. The Project Manager is responsible (as required) for:

- Scheduling, prioritizing and assigning work.
- Maintaining an accurate daily attendance register.
- Reviewing / approving leave requests.
- Implementing progressive disciplinary procedures within assigned authority.
- Completing a performance evaluation on assigned student(s).
- Working with Human Resources on application, interviews and hiring of students.

Project Manager has significant impact on:

- Public Safety and Security;
- The GN liability and Risk management;
- Regulatory compliance with the Fire Prevention Act and the Technical Safety Act;
- Compliance with the National Building Codes and Standards;
- Financial Administration Act and FAM;
- GN procurement Policy and the NNI Policy;
- The GN's relationship with hamlets;
- Efficiency and effectiveness of infrastructure and services; and
- Meeting the basic needs of communities.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.

The Project Manager is the single point of responsibility throughout each of the five process groups of the project life cycle.

1. Project Monitoring and Control:

Purpose: To review the progress and performance of the project, take action to prevent and correct variances, identify areas in which changes to the plan are required and manage changes to the project baselines. This is achieved by:

- Monitoring ongoing activities and deliverables against the Project Management Plan and the project performance baseline,
- Early change detection,
- Preventive action in anticipation of project issues,
- Taking corrective action to address changes,
- Documenting and obtaining approval of the change,
- Ensuring that only approved changes are implemented.

In this Phase, the Project Manager has primary responsibility for:

- Administering the contracts design consultants and contractors,
- Authorizing payments within signing authority,
- Advising and consulting with the project team on project status, changes, risks, forecasts, and issues,
- Reporting project status and forecasts to the Project Board and the project team,
- Ensuring that all parties follow the GN Environmental Protection Act,

- Escalating appropriate issues to the Project Board in a timely manner,
- Managing change requests in accordance to the Scope Management Plan of the Project Management Plan.

2. The Project Initiation Phase:

Purpose:

- Organizes the PM Team,
- Starts the design process,
- Improves the accuracy of the cost estimate to class “C” or “D”,
- Generates new information in order to verify that the original Business Case, prepared as part of the Capital Planning Process, remains valid,
- Generates the Project Budget for the purpose of project funding appropriation,
- Ensures compliance with GN Design Review Stages and Submissions and GN Good Building Practices.

In this Phase, the Project Manager has primary responsibility for:

- Forming the project team,
- Managing the selection of the consultant(s), Administering the contract with the consultant(s),
- Managing the communications between the project team members (including TSD, the Consultant, and the Project Board).

3. Project Planning & Design Phase:

Purpose:

- Generate better project scope definition to enable preparation of a more accurate cost estimate; Complete the Project Management Plan, in preparation for the Project Construction Phase;
- Prepare drawings, specifications and other documentation for the procurement and construction of project installations;
- Resolve design issues prior to construction;
- Provide assurance to the client, TSD and the regulatory bodies that the project installations to be constructed are safe, environmentally acceptable and satisfy the required quality standards;
- Confirm the Business Case and the Project Budget.

In this Phase, the Project Manager has primary responsibility for:

- Administering the contract(s) with the Consultant(s),
- Managing the communications between the PM Team members (including TSD, the Consultant, and the Project Board),
- Monitoring that the design meets the spirit and intent of the Standards & Criteria,
- Maintaining current project records.
- The Project Board is responsible for timely approvals of key documents, such as the Project Management Plan, resolving escalated issues and ensuring that the integrity of the Project Business Case is not compromised.

4. Project Construction Phase:

Purpose: To build the facility or infrastructure for which the project was undertaken:

- As designed, within budget, and to the required schedule
- Using NNI Content to the extent possible.
- The Project Manager is the central point of communication for the Project

Sponsor, Consultant, Contractor and PM Team,

In this Phase, the Project Manager has primary responsibility for:

- Leading the Tendering and Tender Evaluation & Contract Award process,
- Ensuring tender and contract documents are complete,
- Ensuring the Project Construction Phase work is progressing in accordance to the Project Management Plan (see Project Monitoring & Control),
- Accepting work and materials supplied by the Contractor,
- Authorizing specialized inspections and testing, and
- Answering questions from the Consultant, Contractor, Project Team and Project Board, in a timely manner.

5. Project Closeout Phase:

Purpose: To complete all unfinished activities that remain after Substantial Completion, turn over the project deliverables to the client, and archive the project documentation and lessons learned for continual improvement.

In this Phase, the Project Manager has primary responsibility for:

- Monitors performance of the facility,
- Manages the Warranty Work and associated inspections,
- Administers the contracts and authorizes payments,
- Reports project performance, facility performance and budget status to the Project Sponsor, and
- Keeps the Project Board, community, and the PM Team advised of project status and issues that may affect the Project Closeout.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge:

- Construction, economic, political, social, and cross-cultural conditions and practices and considerable experience managing project work in northern jurisdictions;
- Construction procurement strategies and practices and considerable experience in managing consultant and construction contracts;
- Modern project management best practices and considerable experience in project delivery;
- Estimating to lead in the development of budgets for capital and O&M projects
- Knowledge of Nunavut, the land, language and culture.

Skills and Abilities:

- Strong interpersonal skills and the ability to communicate effectively both orally and in writing, to a range of audiences;
- Stakeholder management and consensus-building skills;
- Interpersonal and negotiating;

- Conflict management;
- Management and leadership;
- Team building;
- Financial skills to control and report on CGS capital projects program;
- Analytical skills to evaluate results against objectives (eg. schedule/budget/quality);
- Decision-making and problem-solving skills to solve and initiate corrective action to problems encountered managing the CGS capital projects program;
- Computer skills (to operate various programs such as: word processing, spreadsheets, database systems, and project scheduling and information systems)

Qualification Requirements

Typically, the above knowledge, skills and abilities, would be attained through the following:

- A Degree in a relevant discipline;
- A minimum three (3) years of progressively challenging project management experience on large commercial and/or institutional buildings and/or civic works
- One year direct experience managing the development and construction of infrastructure projects
- Demonstrated experience successfully managing projects of a similar magnitude and complexity
- An acceptable combination of education and experience may be considered.

Assets:

- Project Management certification will be considered an asset.
- The ability to speak more than one of Nunavut's official languages is an asset.

6. WORKING CONDITIONS

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

- 30% of the time spent in front of the computer and/or calculator can cause neck, back and eyestrain, including carpal tunnel syndrome within the wrists. Although a majority of the time for this position is spent of the computer, there is ample opportunity for the incumbent to get up and move around the office.
- Travel is via government vehicle (when in Iqaluit) or by air and sometimes on small aircrafts in adverse flying conditions and possibly for extended periods of times.
- There is the possibility of long periods away from home due to weather and flight availability.
- The incumbent may be expected to travel and reside in various communities for extended periods in order to perform resident inspection services.
- Accommodation in the communities is simple, sometimes lacking in the usual "hotel type" amenities and privacy.
- Carrying equipment and performing tests that require a level of physical strength is required.
- Travel by foot in harsh climate conditions, such as deep snow, icy roads and wet muddy areas are a normal occurrence. This combined with high winds may make a short walk very dangerous.

- Inspecting duties will require that construction sites be visited and hazards inherent in such sites must be recognized along with the proper procedures followed for safe site visits.

Environmental Conditions

Indicate the nature of adverse environmental conditions, to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

- Climatic conditions can vary, and extreme cold and wind conditions may have to be taken into consideration when visiting communities.
- Toxic fumes, hazardous chemicals, hazardous materials may be encountered at any inspection site.
- Loud noises, heavy equipment and other hazards are frequently encountered.
- Frequent winter storms and summer fog delay many airlines schedules that may strand a traveller for extended periods.
- In many hotels the dietary choices are limited and the choice of meals is not available.
- Insects, dogs and other dangerous animals may be encountered.

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgments through touch, smell, sight and hearing, and judge speed and accuracy.

- Loud noises on sites may make hearing difficult.
- Extreme cold and wind-chill require the incumbent to wear many layers of clothing, which may make movement difficult, inhibiting the use of some tools and requiring that extra precautions be taken to prevent frostbite.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

- 45% of the time, there is mental stress associated with meeting difficult schedules, extreme weather conditions, remoteness of project sites, meeting shipping dates, and changing political direction on projects.
- 45% of the time, the incumbent must deal with contractors, consultants, and the public in a regulatory and enforcement manner, where at times confrontational situations may contribute to high levels of stress.
- Contact with contractors is often difficult, as many have limited skills, experience, and require additional attention to ensure the project will be completed as per contract documents, on schedule, and within budget.
- Project Manager may encounter individuals who become belligerent and behave in a threatening manner; the ability to use persuasion and tact and a professional approach is required.
- Decisions made in enforcing the Codes and Regulations may have a serious impact financially on contractors and building owners. This may lead to confrontations that are threatening and the possibility of physical and verbal threats.
- Project Manager may be required to participate in a crisis management situation when infrastructure components fail unexpectedly (such as building fires, fuel spills, and water system failures).
- Due to operational requirements and occasional insufficient staff levels, Project Manager is expected to carry significant workloads and at times required to work extended days.
- Project Manager is required to simultaneously manage multiple projects (that are driven by multiple client groups), which have difficult financial and scheduling constraints. As example, the Project Manager must maintain contacts with a variety of client departments, consultants and contractors.
- Each client department has individual priorities and is not conscious of individual project Manager workloads. The client demands result in competing priorities for the Project Manager.

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Minister Signature</p> <p>_____ Date I approve the delegation of the responsibilities outlined herein within the context of the Attached organisational structure.</p>	

8. ORGANIZATION CHART

Please Attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“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 this position”.

APPENDIX

Position #	Community	Supervisor #	Financial Coding
14-02298	Rankin Inlet	14-03679	14740-01-3-320-1406000-01
14-03206	Rankin Inlet	14-03679	14740-01-3-320-1406000-01
14-01104	Rankin Inlet	14-03679	14740-01-3-320-1406000-01
14-01990	Rankin Inlet	14-03679	14740-01-3-320-1406000-01
14-06467	Rankin Inlet	14-03679	14740-01-3-320-1406000-01
14-14057	Rankin Inlet	14-03679	14740-01-3-320-1406000-01
14-06022	Pond Inlet	14-03406	14740-01-2-255-1406000-01
14-11993	Pond Inlet	14-03406	14740-01-2-255-1406000-01
14-01693	Pond Inlet	14-03406	14740-01-2-255-1406000-01
14-14736	Cambridge Bay	14-01657	14740-01-4-410-14060000-01
14-01078	Cambridge Bay	14-01657	14740-01-4-410-1406000-01
14-02800	Pond Inlet	14-03406	14740-01-2-255-1406000-01
14-02833	Pond Inlet	14-03406	14740-01-2-255-1406000-01
14-03617	Iqaluit	14-02986	14515-01-1-235-1402050-01
14-03993	Cambridge Bay	14-01657	14740-01-4-410-1406000-01
14-04877	Iqaluit	14-02986	14515-01-1-235-1402050-01
14-07360	Cambridge Bay	14-01657	14740-01-4-410-1406000-01
14-07463	Cambridge Bay	14-01657	14740-01-4-410-1406000-01
14-10367	Iqaluit	14-13376	14735-01-1-235-1406000-01
14-12076	Iqaluit	14-13376	14735-01-1-235-1406000-01
14-14229	Iqaluit	14-13376	14735-01-1-235-1406000-01
14-14494	Iqaluit	14-13376	14800-01-1-235-5720000-04
14-12027	Rankin Inlet	14-03679	14740-01-3-320-1406000-01