

Exempt Job Posting



Job Title: TL Project Manager, Real Estate
Job ID: 20170573
Location: Sapperton
Full/Part Time: Full-Time
Regular/Temporary: Regular

Division

Real Estate Programs and Partnerships

Department

Development Services

Responsibilities

PRIMARY PURPOSE

Provides real estate project management expertise towards the assigned AID projects and acts as a subject matter expert for the AID team when liaising with internal and external stakeholders. Leads the centre of excellence for Project Management initiatives for the Real Estate Adjacent and Integrated Developments (TOD) team.

KEY ACCOUNTABILITIES

- Prepares project business opportunity documents, business cases (justifications and work plans) including development and assessment alternatives analysis, life cycle & financial analysis, development of scope, budget, schedule, implementation strategy and risk mitigation plans for assigned projects.
- Develops, implements and controls the processes, procedures, guidelines and standards for the AID program. Manages project through the implementation stage including; preparation of contracts, RFP'S and tender documents for projects, responding to bidders' technical questions, making recommendations for award, reviewing submittals for compliance with contract documents, resolving contractual and technical problems and co-coordinating with jurisdictional authorities for assigned projects.
- Liaises with internal stakeholders including (but not limited to) various departments and affiliated subsidiaries, such as BCRTC & Canada Line, CMBC, TSML, Engineering and Transportation planning to ensure consistent process application, roles and responsibilities on AID projects. Oversees internal cross-functional/cross-entity design teams responsible for the project. Coordinates with Provincial staff, Municipal staff, and external organizations, such as BC Safety Authority, to ensure compatibility with stakeholder processes and procedures and to ensure project is implemented with minimal disruption to operations.
- Manages project scope, schedule, reporting, budget and risk. Prepares scope of work definition, technical requirements, project specific requirements and project schedule constraints and monitors work through the warranty period. Negotiates agreements with adjacent land owners, consultant teams and contractors. Monitors and maintains project data and other project related documents; including invoice approval within defined authority levels. Coordinates administrative activities on project funding; project evaluations; assists in identifying success measurement standards for the project and/or phase.
- Enforces contract terms with third parties; acts as single point of contact for assigned project / contractual matters. Coordinates activities between the project team and contractor/vendor; monitors and tracks contractor/vendor

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activities for timeliness and contract compliance; monitors the quality of vendor services and highlights issues to Senior Management for adequate closure.

- Prepares a variety of project related reports, analyses and project management forms for Senior Management, provides processes, procedures and presentations; researches project related information and summarizes statistical and other findings obtained from surveys and studies.
- Oversees Project Management Specialists and external consultants as assigned that provide project management support to Development Managers in the AID team.

Qualifications

QUALIFICATIONS

Education and Experience:

The competencies of the role are acquired by completion of an undergraduate degree in Business (Urban Land Economics) or a specialized discipline (Architecture/ Urban Planning / Engineering or Construction management) along with a Project Management certification (PMP / PgMP), plus five (5) years of progressive experience in Real Estate development with focus on large scale commercial and multi-family residential projects.

Other Requirements:

Advanced knowledge of project management including, administration, reporting, specifications, contracts and project scheduling.

Demonstrated ability to deliver upon all phases of the Project Management Life Cycle (Initiation, Planning, Execution and Closure) with strong business acumen, business relationship design, project analysis and modelling skills.

Strong verbal and written communication skills with excellent conflict resolution, facilitation, negotiation and problem solving skills.

Strong interpersonal skills to be able to work with a wide range of stakeholders, and across the organization with many levels & types of individuals with competing priorities and interests.

Strong multi-tasking, time management and analytical skills with proven ability to be customer & results focused, in a fast-paced workplace.

Advanced knowledge and proven skill in the use of MS Project, Excel, Word, Outlook and PowerPoint.

Other Information

Posting Reason: Replacement

Number of Available Positions: 1

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

Please note: An equivalent combination of education and experience may also be considered.

Discipline and attendance are performance factors and will be assessed during the job selection process.

Work Schedule

37.5 hours per week.

Rate of Pay

Grade: 06

Salary: \$83,407 to \$104,259 per annum (\$42.62 to \$53.28 per hour)

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How to Apply

Please click the 'Apply' button at the bottom of the page, or visit <http://q/>, mycmbc.ca, mybcrtc.ca to apply for this position and view other job opportunities.

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one pdf document prior to uploading your application on-line.

Questions regarding this competition can be directed to Erin Porteous-Miller at Erin.Porteous-Miller@translink.ca or 778-375-7688.

Please ensure your application is received before the posting deadline.

Posting Date: August 8 2017

Closing Date: Until filled

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