

ATL Senior Living

Position Description

Manager Communities Development

EFFECTIVE: June 7th, 2018

AUTHORIZED BY: Executive

1.0 POSITION OVERVIEW

(1) The Manager Communities Development strategically implements the four functions of management framework for ATL Senior Living under the direction of the executives and the four functions are:

- a) Planning – Determining what needs to be done, who is going to do it, and when it needs to be done
- b) Organizing – Setting up the project team’s structure
- c) Leading – Carrying out project plans to achieve the project objectives
- d) Controlling – Keeping projects on track

(2) The Manager Communities Development is an integral member of ATL Senior Living responsible for delivering projects of varying size and complexity. The Manager provides project management coordination and leadership from simple/small-scale to complex/large-scale projects throughout the project management life-cycle (i.e. initiation, planning, execution, control and close-out); and is responsible for planning, organizing, leading, and controlling project activities.

2.0 PRIMARY RESPONSIBILITIES

(1) Planning: Define and clarify project scope, develop project plan, develop project schedule, and develop policies and procedures to support the achievement of the project objectives

(2) Organizing: Determine the organizational structure of the project team, identify roles and responsibilities, and identify services to be provided by external consultants/contractors

(3) Leading: Set team direction, coordinate activities across different organizational functions, motivate team members, and assign tasks

(4) Controlling: Define project baselines, track project progress, provide project status report, and determine and take corrective actions.

3.0 QUALIFICATIONS

(1) Technical Skills

- a) 5+ years experience in managing real estate projects or significant experience with industry standard construction contracts
- b) Degree in Architecture, construction management, construction technology, engineering or related experience, or related field from technical college
- c) Knowledge of BC Building Codes an asset
- d) Experience leading a building from development to construction to completion
- e) Understanding of building systems, residential construction
- f) Ability to read and interpret plans and specifications (elevations, sections and details)
- g) Ability to foresee, document, and mitigate potential problems before they occur (cost, quality and schedule)
- h) Detailed oriented and accuracy when reviewing qualities of work
- i) Experience with senior living development and requirements an asset
- j) PMP designation or working towards an asset

(2) Qualified candidates for this position must have excellent communication skills, strong presentation/facilitation abilities, and aptitudes in the following areas:

- a) **Process-driven:** Have the ability to perform work independently by following processes persistently and conducting in a consecutive manner without skipping, adding or modifying steps and without a need for external control
- b) **Transformational leadership:** Identify needed change, create a vision to guide the change through inspiration, serve to enhance the motivation, morale, and job performance of followers through a variety of mechanisms; these include connecting the follower's sense of identity and self to a project and to the collective identity of the organization; being a role model for followers in order to inspire them and to raise their interest in the project; challenge followers to take greater ownership for their work, and understand the strengths and weaknesses of followers, allow the leader to align followers with tasks that enhance their performance
- c) **Exceptional Writing and Editing Skills:** Can write persuasively and employ rhetoric. Can use simple and succinct language to communicate complex ideas. Able to edit and paraphrase others' writing for maximum impact. Utilize proper grammar and syntax at all times
- d) **Systemic Thinking:** Think tactically and with foresight, identifying trends and priorities. Comfortable working in politically charged and bureaucratic environments. Confidently implement small-scale decision making to realize large-scale goals
- e) **Research Skills:** Able to provide case analysis and additional information as required to ensure best practices and up-to-date context. Can identify relevant information and subsequent implications from high volumes of material
- f) **Professionalism and Discretion:** Use diplomacy and respect when engaging with inquiries and concerns. Can be trusted with sensitive or strategic information. Provide helpful feedback and information to internal and external stakeholders in a consistent and timely manner

- g) Proactive: Reconfigure processes and patterns in light of changing needs or circumstance. Anticipate and strategize public relations needs instead of reacting to events and circumstance. Take initiatives to assist other areas such as ATL public education campaigns, communications and marketing, and fundraising.

4.0 TRAINING/SUPPORT

- (1) There will be a senior living seminar conducted at the beginning of the term of employment. This seminar is mandatory as all members of ATL must attend
- (2) There will be an Orientation conducted to familiarize with ATL operations and fellow staff
- (3) Throughout the term, the Manager will have the opportunity to strengthen the leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning.

5.0 COMPENSATION

- (1) The Manager Communities Development is a permanent full-time position who works at ATL corporate office in Burnaby
- (2) Based on the background and experience, the salary for the position is between \$85,000 and \$100,000 annually with bonus plan.