



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Gestionnaire, Planification Des Immobilisations & Projets / Manager, Capital Planning & Projects

|                       |                                                                                                                                                   |                       |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Job ID</b>         | <b>0A-D7-76-6F-C6-FB</b>                                                                                                                          |                       |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=0A-D7-76-6F-C6-FB">https://careers.indigenous.link/viewjob?jobname=0A-D7-76-6F-C6-FB</a> |                       |
| <b>Company</b>        | Univ ersite Bishop's / Bishop's University                                                                                                        |                       |
| <b>Location</b>       | Sherbrooke, Quebec                                                                                                                                |                       |
| <b>Date Posted</b>    | From: 2022-06-03                                                                                                                                  | To: 2022-11-30        |
| <b>Job</b>            | Type: Full-time                                                                                                                                   | Category: Engineering |
| <b>Job Start Date</b> | Des que possible / ASAP                                                                                                                           |                       |
| <b>Job Salary</b>     | M4 - (de / From 82,718.39\$ A / To 103,395.00\$)                                                                                                  |                       |
| <b>Languages</b>      | Maitrise Du Francais Et De L'anglais / Fluent In French And English                                                                               |                       |

### Description

Les enonces suivants sont destines a decrire la nature et le niveau de travail general. Ils ne representent pas une liste exhaustive de toutes les responsabilites, taches et aptitudes requises. L'Universite Bishop's recherche un Gestionnaire - Planification des Immobilisations & Projets pour un poste regulier a temps plein. Se rapportant au Vice-principale finance et administration, le titulaire du poste est responsable de tous les aspects relies aux projets d'immobilisation et de la supervision de leur mise en oeuvre. Le titulaire planifie et supervise les differents aspects relies a la gestion de l'equipe de projets, des professionnels externes et entrepreneurs, de la coordination interne avec les parties prenantes, et des differentes autorites gouvernementales impliquees. La semaine de travail est de 35 heures, du lundi au vendredi avec des soirees et fins de semaine occasionnelles.

#### Nature des taches

Le titulaire planifie les projets d'investissement sur le court, moyen et long-terme. Il elabore les projets, prepare et effectue le suivi des budgets associes a l'execution des projets proposes. Se rapportant a la Vice-Principale finances et administration, ce poste joue un role de premier plan en ce qui concerne les projets d'immobilisation existants et potentiels. Ceci inclue la supervision de l'equipe de gestion de projets, ainsi qu'un vaste travail d'equipe avec les clients internes, les professionnels externes, entrepreneurs et les differentes autorites gouvernementales. De plus, il ou elle supervise les chantiers de construction tout au long des projets dans le but de minimiser toute entrave possible pendant la construction tout en assurant une diligence elevee quant a la sante & securite et aux conditions de travail sur les sites et en minimisant les impacts pour les membres utilisateurs de l'Universite; Il ou elle effectue toutes autres taches connexes au besoin.

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The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required. Bishop's University is seeking a Manager - Capital Planning & Projects for a regular full-time

position. Reporting to the VP Finance & Administration, the Manager - capital planning and projects is responsible for all aspects of Bishop's University buildings and grounds capital projects and to supervise their completion. The incumbent will plan and supervise the different aspects related to the management of the internal project management team, external professionals and contractors, internal and external coordination with stakeholders, and different government authorities. This position has a work week of 35 hours from Monday to Friday with occasional evenings and weekends required.

#### Nature of duties and responsibilities

- The incumbent is responsible for the short, medium, and long term planning of the buildings and grounds capital projects. The position is also responsible for budget development and financial tracking of projects. Reporting to the Vice-Principal Finance and Administration, the position serves as the lead role regarding existing and potential capital projects. This involves the supervision of the Project management team as well as extensive team work, with internal clients, external professionals, contractors and different government authorities and adequate supervisions and monitoring of construction sites throughout projects with the goal of minimizing any possible hindrances during construction and a high focus on health and safety as well as the working conditions on worksites while minimizing the impact to members of the University community;
- . Performs additional similar / related task as required

#### **Experience**

- 5 a 8 anneess d'experience pertinente / 5 to 8 years of similar and pertinent experience;
- Expertise et experience dans la planification des immobilisations, ainsi que dans les theories et principes de gestion de projets / Expert knowledge and experience in facility planning and project management theories and principles;
- Experience en gestion de l'information - la capacite a gerer les exigences de documentation de projet (techniques et de gestion) et de donnee / Experienced in Information Management - the ability to manage project documentation (technical and management) and data requirements;

#### **Education Requirements**

- Baccalaureat / bachelor's degree

#### **Essential Skills**

- Solide connaissances financieres et competences de planification budgetaire incluant les techniques et outils de planification, tels que les previsions de budget et l'analyse de variance specifique a la gestion de projet;
- Connaissances techniques pour etablir un programme fonctionnel, la planification des immobilisations et des normes techniques pour la construction et la conception, de preference dans un cadre institutionnel;
- Excellentes competences en communication (orale et ecrite) pour divers publics;
- Excellentes aptitudes de presentation;
- Haut degre d'adaptabilite et de l'initiative, et la capacite d'analyser et de resoudre les informations et les objectifs complexes et contradictoires;
- Competences reconnues en leadership
- Excellentes competences en gestion des relations;
- Forte habilete en Gestion de problemes, de changements et d'hypotheses - Aptitude a identifier et communiquer les facteurs de risque et les parametres susceptibles d'influencer la programmation, le budget et les delais des projets

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- Strong financial acumen and budget planning skills including knowledge of financial planning techniques and tools such as budget forecasting and variance analysis specific to project management;
- Technical knowledge of facility functional programming, facility planning, technical standards for building and design, preferably in a public institutions setting;
- Excellent communication skills (both oral and written) for diverse audiences;
- Superior presentation skills;
- High degree of adaptability and initiative, and the ability to analyze and resolve complex and conflicting information and objectives;
- Proven leadership skills;
- Excellent relationship management skills;
- Strong Issue/change/assumption management - Ability to identify and communicate risk factors and parameters susceptible to influence the programming, budget and deadline of projects

### **Work Environment**

- Efforts légers et moyens régulièrement / Light and medium exertion.

### **Additional Skills**

- Membre de l'Ordre des Architectes ou de l'Ordre des Ingénieurs du Québec / Membre of l'Ordre des Architectes or l'Ordre des Ingénieurs du Québec;
- Certification PMP ou Maîtrise en gestion de projet est considérée un atout / PMP certification or Master's degree in project management considered an asset

### **Other**

L'Université Bishop's applique un programme d'Accès à l'égalité en emploi issu de la Loi sur l'accès à l'égalité en emplois des organismes publics. L'université accueille les candidat.e.s qui s'engagent à respecter les valeurs d'équité, de diversité et d'inclusion et qui nous aideront à accroître notre capacité en matière de diversité et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement défavorisés et marginalisés, notamment les peuples autochtones, les membres des minorités visibles et ethniques, les personnes handicapées, les femmes et les personnes LGBTQ2S+.

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Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies. The University welcomes applicants who are committed to upholding the values of equity, diversity and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons living with disabilities, women and LGBTQ2S+ persons.

### **How to Apply**

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez à [careers@ubishops.ca](mailto:careers@ubishops.ca). Ce poste restera ouvert jusqu'à ce qu'il soit pourvu.

Veuillez noter que seules les personnes retenues pour une entrevue seront contactées, et que des tests de sélection peuvent être administrés ; merci pour l'intérêt manifesté. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapées afin de répondre aux besoins en prévenant et en éliminant les obstacles à l'accessibilité. Si vous avez besoin de mesures

d'adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter [careers@ubishops.ca](mailto:careers@ubishops.ca)

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If interested, please submit your curriculum vitae and cover letter, including what position you are applying for to [careers@ubishops.ca](mailto:careers@ubishops.ca). This position will remain open until filled.

Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact [careers@ubishops.ca](mailto:careers@ubishops.ca)