



# 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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## Head, Corporate Services

<b>Job ID</b>	<b>21-968-08-147-8370</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=21-968-08-147-8370">https://careers.indigenous.link/viewjob?jobname=21-968-08-147-8370</a>	
<b>Company</b>	CSIS	
<b>Location</b>	Ottawa, Ontario	
<b>Date Posted</b>	From: 2021-10-06	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Public Administration

### Description

Closing Date 2022-03-02  
Reference Number 21-968-08-147  
Job Category Experienced  
Who Can Apply Canadian Citizens

Location Burnaby, British Columbia

Salary Range \$84,050 - \$102,250  
Status Indeterminate (permanent)  
Language Requirement English Essential

### Job Summary

Major Responsibilities: The Head, Corporate Services is responsible for managing the facilities, procurement, material and fleet management programs for the entire BC region. Key functions may include :

- Manage all activities by developing / monitoring / revising plans and objectives, directing subordinates and contractors and evaluating performance.
- Manage service and maintenance contracts required in the operation of regional spaces, inventory and fleet.
- Manage relationships with clients and partners and provide exceptional customer service.
- Act as a resource person by providing security and risk based advice and recommendations to the regional senior management and employees on matters relating to facilities, materiel, fleet and transportation management.
- Establish the budget requirements for each program and ensure ongoing monitoring and management of these budgets.
- Ensure the proper application of national programs and best practices through effective communication and liaison with other Regions, Headquarters and outside contacts.

### Education

- Undergraduate degree in the relevant\* programs of study and a minimum of four (4) years of recent\*\* experience.
- College diploma in the relevant\* programs of study and a minimum of seven (7) years of recent\*\* experience.

\*Relevant programs of study include:

- Engineering or Applied Sciences
- Facilities or Systems Maintenance
- Building Science or Architecture

The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense through a recognized credential assessment service. Note: Any higher level of education could be recognized as experience.

## Experience

### Recent Experience\*\*

- Experience in working with vendors and contractors as well as experience establishing and maintaining professional relationships.
- Experience working with clients in order to identify requirements and formulate plans.
- Experience in writing administrative or technical correspondence such as reports, briefing notes or presentations.
- Experience managing issues and contracts such as preparing action plans, determining priorities and methodology, monitoring progress and revising/modifying plans accordingly;
- Experience in a formal supervisory role\*\*\*.

\*\* Recent experience is defined as being within the last twelve (12) years working in a facilities management environment. Only experience related to commercial, industrial, institutional, or office buildings will be considered.

\*\*\*Formal supervision entails the day to day planning, organizing, directing, motivating the performance of the work of others (team) in achieving / attaining results within an organization. NOTE: Any higher level of education in a related field could be recognized as experience.

## Competencies

- Adaptable/Flexible
- Client Service
- Communication skills (oral and written)
- Organizational Skills/Multitasking
- Problem Solving
- Rigour
- Networking/Relationship Building

## Conditions of Employment

Not applicable.

## Notes

While we continue to explore opportunities for flexible work arrangements, the majority of work in our organization must be done in the office and cannot be performed at home. A written task will be administered as part of the interviewing process.

## Reference Links

## Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

## Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit CSIS for Head, Corporate Services