



huuayaht

ANCIENT SPIRIT, MODERN MIND

## Job Posting

**Fulltime Position:** Project Manager

**Location:** Port Alberni and some travel to Anacla (Bamfield)

**Salary Range:** \$75,000 - \$85,000

**Authority Relationship:** Reports to the Director of Capital and Infrastructure

The project manager is responsible for leading HFN capital projects from inception to completion according to a set timeline and budget. The primary role is to establish the project's goals, scope, resources, and requirements to develop a comprehensive plan. The project manager communicates regularly with team members, senior managers, and other stakeholders to report on the project's progress. Will be responsible for mitigating risks and addressing issues as they arise. Will be a team player and support the Infrastructure and Capital department's operations. The Project Manager reports to the Director of Capital and Infrastructure.

### Project and Operational Responsibilities:

- Develop and implement a project plan that incorporates the five stages of a project, ensures project is delivered on time and within scope and budget.
- Establishes, maintains, and coordinates partnerships both internally & externally for accuracy and execution of projects.
- Preparing requests for proposals, tender packages, and any other associated quotes, information or documentation required for the successful completion of projects.
- Manage changes to the project scope, project schedule, and project costs using appropriate approvals.
- Develop regular reports to senior management to ensure performance management of the projects.
- Perform risk management measurements to minimize project risks.
- Create and maintain comprehensive project documentation to track project performance, specifically to analyze the successful completion of short and long-term goals.
- Develop and maintain budgetary objectives and adjust project constraints based on financial analysis.
- Develop and maintain all long-term capital plans and ensure integration in other HFN strategic plans.
- Keeps informed of new trends, current and future issues, Huu-ayaht/Federal/Provincial laws, regulations, policies and procedures, programs and services, and assesses implications and usefulness for HFN.
- Locates funding opportunities and ensures proposals are submitted.



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- Ensures contracts, contribution agreements, programs and services are properly administered and reported upon.
- Accurate project finance administration with thorough review of invoice packages and proactive management of construction budgets notifying stakeholders of any changes.
- Ensure Health & Safety practices are being followed on all sites and contribute to the advancement of a safe working environment.

### **Staff and Operational Management:**

- Supervises staff and manages associated budget, as well as provides reports in accordance with the Huu-ay-aht vision, mission, and values.
- Attends conferences and training as required to maintain proficiency.
- Responsible for all Human resources requirements for staffing, performance management and conflict management.
- Ensures compliance with WCB, WHIMS, and any other provincial or federal regulations required.
- Complete any other task or duties as directed.
- Maintaining confidentiality and neutrality at all times.
- Demonstrate leadership by creating a productive environment which supports job satisfaction and encourages personal growth for all team members.

### **Educational & Experience Requirements:**

- Certified Project Management Professional (PMP).
- Minimum of 5 years of relevant experience in Project Management and/or Business Consulting.
- Strong project management experience with a successful track record of leading and delivering large-scale corporate projects on time and within budget.
- Successful completion of secondary school education or trades program alternatives, or an acceptable combination of education, training, and experience.
- Experience working safely in or around the vicinity of dangerous construction techniques or heavy equipment.
- Demonstrated proficiency in technology and computers using various software applications, Microsoft Office (Word, Excel, Outlook, Power Point, etc.), database management, mapping, or design software.
- Excellent oral and written communication skills.



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**Operational Requirements:**

- Valid class 5 driver's license
- Ability to work outdoors and in inclement weather (project site visitation / supervision).
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org), by fax 250-728-1222 or mail att: Human Resources, 4644 Adelaide St., Port Alberni, B.C., V9Y 6N4. Please quote Project Manager.

Closing date for this position is **October 21, 2024**



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**Vision** - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

**Mission** - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

## HUU-AY-AHT FIRST NATIONS VALUES

### PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

### RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

### HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up

- Be appreciative of one another and the work we do

### EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

### Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

### SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other