

JOB DESCRIPTION

BCGEU

1. Position No. 81409, 81447, 81557, 82029	2. Descriptive Working Title DAS Program Coordinator		3. Present Classification AO2
4. Branch Development Services & Asset Strategies	5. Department Asset Strategies	6. Work Location Hybrid – Site Central	Date Revised Sept 2019, Aug 2022, May 2023
7. Position No. of Supervisor 62138, 80299, 80500	8. Descriptive Work Title of Supervisor Senior Manager, Capital Planning Director, Capital Program Implementation		9. Classification of Supervisor Excluded Mgmt
10. Job Summary:			

The DAS Program Coordinator is responsible for performing project administration and coordination duties to support the development and management of a variety of capital planning, capital improvement, asset management, project support services and investment programs across the Province. He/She/They contribute to the planning and creation of timelines, communication plans, and implementation plans. The position performs initial reviews of budget, scope, and resource requirements and monitors performance and progress against established timelines. The role collaborates and liaises with a variety of internal and external stakeholders to obtain information and documents necessary to facilitate project completion.

11. Duties:

Focus of duties may vary depending on project and/or program assigned.

1. Contributes to the planning and creation of capital asset management and project support services programs, timelines, communication plans, and implementation plans by utilizing knowledge and expertise in project administration and coordination.
2. Establishes project scheduling and appropriate coordination and control tools and techniques for each program or project. Sequences timelines and work plans, identifies work packages, and monitors project plans, work hours, and budgets and expenditures throughout the course of a project. Coordinates reviews, assessments, evaluations, studies, reports, certifications, etc. for assigned program or project. Prepares and distributes correspondence including status updates, technical updates, working documents, meeting agendas and meeting minutes.
3. Undertakes or coordinates small and/or less complex aspects of projects and/or sub-projects by organizing and distributing tasks to project team members following established guidelines.
4. Ensures all project administration and coordination activities are planned and actioned. Monitors performance and progress against established schedules and presents status reports. Keeps Manager and/or project team members apprised of outstanding activities and potential variances and risks that may impact project timeline and schedules.
5. Performs initial review of building and building-related assessments to scope out preliminary consultant requirements. Coordinates and facilitates the creation of budget and scopes for capital projects, asset management projects, and project support services related projects by working with project team members across the Commission including Legal, Lending Services, and Program Planning.
6. Coordinates with internal and/or external stakeholders to collect relevant project and program information such as drawings, documents, contracts, capital budget variance reports, progress claims, etc. and ensures documentation is complete.

7. Maintains data integrity of various databases by performing regular data updates and reviews of program and project information, including financial information such as monthly actual spend and cash flow forecasts. Monitors annual project allocations against annual budgets and keeps Managers apprised of emerging issues. Works with IMT and other Branches as necessary to troubleshoot and resolve issues that arise with databases.
8. Researches, prepares, and coordinates materials and data required for a variety of monthly, quarterly, or annual reports or Executive Committee (ExCom) submissions. Works with Manager, project team members and other departments including Research, Finance and IMT to gather necessary information.
9. Works with Supply Chain to organize and coordinate the procurement of consultants and other services through preparation, review, evaluation, and publication of public procurement documents and invitational tender. Documents include invitations to quote, expressions of interest, requests for proposals (RFP), pre-qualified consultant rosters and post completion performance evaluations.
10. Receives, initiates, and authorizes requests for contracted professional services within delegated spending authority.
11. Coordinates the execution and distribution of legal documents. Reviews legal documents to ensure appropriate project team members are notified of required action items.
12. Liaises with internal and external stakeholders to obtain all information and documents necessary to meet project requirements and facilitate project completion.
13. Delivers training and presentations to internal and external groups to convey requirements of various projects or programs. Orients staff to new procedures and processes. Provides training on tools and systems used for project administration and coordination.
14. Sets up and maintains electronic and hard copy filing systems for all projects.
15. Participates in the development and enhancement of business tools, templates, and processes to support project management functions.
16. Performs other duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

STAFFING CRITERIA

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4. Education, Training and Experience		

Diploma in business administration, project management or other relevant discipline, including courses in project coordination.

Considerable progressive experience in project or program coordination.

Some experience in an administrative or coordination capacity relating to finance, housing, construction, or real estate industry.

Or an equivalent combination of education, training, and experience acceptable to the employer.

5. Knowledge, Skills and Abilities

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Sound knowledge and understanding of the principles and practices associated with project management processes and business administration
 - Sound knowledge and understanding of database management, asset planning applications, and business tools, templates and processes to support project management functions
 - Some knowledge and understanding of building construction and repair requirements
 - Working knowledge and understanding of legal agreements and legal instruments
 - Ability to learn internal business enterprise applications
 - Ability to work independently as well as function effectively as part of a team in a fast-paced deadline-oriented environment, including working under the direction of multiple people
 - Ability to plan and manage small projects or portions of larger projects, assign work to team members and lead projects to successful conclusion
 - Ability to take ownership of tasks and drive them through to completion
 - Ability to work under pressure in meeting deadlines and changing priorities, while responding to numerous diverse and shifting challenges without compromising the quality of work
 - Ability to provide presentations to larger groups of people
 - Ability to exercise tact, diplomacy, and good judgement when dealing with a broad range of audiences
 - Strong communication, interpersonal, and relationship management skills
 - Excellent interpersonal skills and the ability to manage relationships and exercise tact, diplomacy and good judgment when dealing with a broad range of audiences
 - Strong analytical, problem solving, conceptual thinking, planning, organization and project leadership skills
 - Proficient in MS Office Suite (Word, Excel, PowerPoint, Teams, Outlook, Project and Visio)

6. Occupational Certification
