

Link to apply:

<https://phh.tbe.taleo.net/phh04/ats/careers/v2/viewRequisition?org=DEFENCECONSTRUCTIONCANADA&cws=47&rid=6187>

**Position Title:** Technical Specialist, Project Management

**Salary:** \$77,139 - \$100,281

**Location:** Halifax, NS

**Security Clearance Required:** Secret

The Technical Specialist, Project Management, provides project management services to support the delivery of routine to moderately complex infrastructure and environmental projects. The incumbent acts as a technical specialist for the Client-Partners and may undertake research and conducts studies and assessments.

### **KEY AND PERIODIC ACTIVITIES**

**The duties and responsibilities listed below are representative but not all-inclusive:**

#### **Primary**

- Research, prepare and present documentation required for long-term projects (e.g. approvals, statements of work, projects charters, budgets, policies and procedures)
- Complete project management from initiation to closure for infrastructure and environmental projects, including new construction, recapitalization and environmental assessment and remediation
- Support Client-Partner project approval processes by facilitating decision making within Client-Partner organizations through the development of business case analysis, functional space programming and other documentation
- Coordinate stakeholder communications to ensure timely decision making
- Participate in procurement planning and prepare tender documents
- Coordinate consultant activities
- Act as the representative of the project director or project manager, within DCC delegated signing authority
- Develop and maintain effective relationships within DCC, and with industry, the Client-Partners and/or stakeholders

- Ensure quality standards are met, in line with corporate and Client-Partner expectations

#### **Other**

- Prepare monthly reports (e.g. internal, Client-Partner)
- Support and/or lead business development activities
- Manage risk
- Other duties as assigned

#### **SKILLS**

##### **General and Specific Knowledge**

- Best practices, methods, trends and legislation in real property, environmental and construction services
- Client-Partner project management policies and procedures
- Treasury Board Secretariat policies and procedures
- Project and risk management principles

##### **Formal Education and/or Certification(s) and Experience**

- **Minimum:** college diploma in engineering, architecture or related field with four years' relevant experience, or the equivalent
- **Preferred:** university degree in one of the above fields and/or additional training in project management

##### **Abilities**

- Use applicable computer software and operating systems
- Apply project and risk management techniques

##### **DEVELOPMENT AND LEADERSHIP**

- Provide functional direction and advice to employees and to Client-Partners

##### **WORKING CONDITIONS**

- Typical office environment with occasional travel
- Some work may be located on construction sites; incumbent may occasionally be required to wear basic safety equipment

### **Check out the benefits**

Working with DCC offers excellent opportunities for growth – and entitles you to one of the job market’s best benefits packages. In your role as Technical Specialist, Project Management, your package is valued at 25% to 30% of your salary.

Your package will include:

- Public service pension
- 100% employer-paid annual sick leave, health and dental premiums, and life, accidental death, and short- and long-term disability insurance
- \$400 Wellness Allowance (e.g., gym membership)
- \$1,500 for mental health services on top of regular \$1,500 paramedical coverage
- \$750 Health Care Spending Account (for some medical expenses that aren’t covered under provincial plans or our standard insurance plan)
- Telus Virtual Health Care
- Maternity and parental leave top-up plan to 93% of regular gross earnings for a maximum of 17 weeks
- Hybrid workplace options including \$400 allowance every two years to support work-from-home options
- Enhanced inConfidence employee and family assistance program
- Deluxe travel benefit plans
- Comprehensive vacation and other paid leave plans