

## EMPLOYMENT OPPORTUNITY

### Manager, Strategic Initiatives and Asset Management

Permanent Full-Time / External

Strategic and Community Development

Competition No.: 2020-018



#### POSITION DETAILS

This excluded full-time position offers a competitive compensation and benefits package as well as a compressed work schedule option. Please visit the RDN website at [www.rdn.bc.ca](http://www.rdn.bc.ca) for more information on the Regional District of Nanaimo.

#### EDUCATION/EXPERIENCE

- Master's degree in public administration, business administration or a related discipline
- Six (6) years of work-related experience, including three (3) years of management experience.

#### APPLICATION DETAILS

Please quote competition 2020-018 and submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to the position via email to [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca).

Applications may also be faxed to (250) 390-4163 or mailed to:  
Attention: Human Resources  
Main Reception, Administration Building  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

Applications will be accepted until:  
4:00 pm, on February 21, 2020

*We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.*

#### ORGANIZATIONAL PROFILE

The Regional District of Nanaimo is seeking a Permanent Full-Time Manager of Strategic Initiatives and Asset Management in the Strategic and Community Development Department.

The Regional District of Nanaimo (RDN) is one of 27 regional districts in the Province of British Columbia. Regional Districts across the Province strive to ensure all provincial residents have an effective form of local government, while also representing municipal residents on regional issues. The RDN provides regional governance and services to the municipalities of Nanaimo, Lantzville, Parksville, and Qualicum Beach, as well as seven unincorporated Electoral Areas. Established in 1967, the RDN is British Columbia's fifth most populous Regional District, of 27 throughout the province, and home to more than 155,000 people.

#### ABOUT THE ROLE

Reporting the General Manager, Strategic and Community Development, the Manager of Strategic Initiatives and Asset Management will be responsible for the development, implementation, management and coordination of plans, policies and programs associated with corporate strategic planning and asset management activities. Duties will include but not be limited to, providing advice to the General Manager, Strategic and Community Development, and the Chief Administrative Officer relating to corporate strategic planning and services reviews; monitoring the local government sector for best practices; supervising, monitoring and directing consultants working on projects pertaining to strategic initiatives and asset management; coordinating and implementing the planning, development and delivery of corporate organizational change; overseeing the preparation and awarding of tenders and requests for proposals and managing project contracts and related budgets; and other related duties as required.

#### QUALIFICATIONS

Qualifications include a master's degree in public administration, business administration or a related discipline, supplemented with formal education, certification and/or experience, in asset management and/or strategic planning and initiatives; plus six (6) years of work related experience in a local or regional government setting, including three (3) years of management experience, or an equivalent combination of training and experience. Applicants must also possess excellent interpersonal, written and verbal communication, and leadership skills; exhibit a high degree of tact, judgement and initiatives; and an ability to maintain positive internal and external working relationships.

# Manager, Strategic Initiatives and Asset Management

## Strategic and Community Development

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### POSITION SUMMARY

Responsible for the development, implementation, management and coordination of plans, policies and programs associated with corporate strategic planning and operational monitoring and reporting functions; and corporate asset management activities. Coordinates and provides advice to the General Manager, Strategic and Community Development, the Corporate Leadership Group and the Chief Administrative Officer.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Provides advice to the General Manager, Strategic and Community Development, and the Chief Administrative Officer relating to corporate strategic planning and service reviews.
2. Directs and prepares background materials for the development of corporate strategic planning documents and initiatives for consideration by the General Manager, Strategic and Community Development, and the Chief Administrative Officer, including the development and maintenance of performance measures and reporting relating to established strategic goals.
3. Develops and coordinates corporate operational planning, mentoring and reporting activities, and ensures alignment between operational and strategic planning. Reviewing and reporting on the Regional District of Nanaimo (RDN) Board Strategic Plan, on an ongoing basis, regarding support, implementation, performance indicators and measurement methods, and making recommendations on items or issues requiring attention or amendment.
4. Develops and implements a program of plans, strategies and policies to promote a comprehensive approach to asset management and leads the RDN's Asset Management Working Group.
5. Oversees the RDN's asset management program, including asset management related initiatives aimed to promote better asset management practices and procedures throughout the organization.
6. Monitors the local government sector for best practices and where appropriate, assists with their implementation at the RDN.
7. Supervises, monitors and directs consultants and contractors working on projects pertaining to strategic initiatives and asset management.
8. Coordinates and implements the planning, development and delivery of corporate organizational change and related initiatives.
9. Identifies award opportunities related to RDN activities, programs and projects and the coordination and tracking of RDN Award Applications in cooperation with applicable RDN departments.
10. Coordinates the activities related to RDN grant applications.
11. Provides leadership, support, advice and guidance to the RDN on matters pertaining to the provincial government, municipal partners and other governments and agencies.
12. Establishes and maintains effective working relationships with appropriate federal and provincial ministries, private organizations, and other regional districts and municipalities.
13. Oversees the preparation and awarding of tenders and requests for proposals and manages project contracts and related budgets.
14. Plans, monitors, evaluates, controls and supervises the budgetary and staff resources allocated to the service area.
15. Prepares the annual departmental budget. Monitors and controls departmental spending to ensure the effective and efficient expenditure of funds allocated within the departmental budget.

16. Appoints, promotes, demotes and disciplines staff in accordance with personnel policy. Provides recommendations with respect to work standards, staffing levels, and job performance reviews. Represents the employer in Step 1 and Step 2 grievance procedures under the Collective Agreement for grievances pertaining to strategic Initiative and asset management.
17. Directs the subordinate staff of the service areas. Conducts annual appraisals of all subordinate exempt personnel.
18. Identifies and coordinates the appropriate staff training needs of the departments and provides opportunities for skills development.
19. Responds to public inquires according to approved procedures, and coordinates communications with the public and other organizations.
20. Prepares reports and recommendations to the General Manager, Strategic and Community Development for consideration by the Committee of the Whole and the Board. Attends Committee and Board meetings as required.
21. Participates on corporate committees as assigned.
22. Substitutes for the General Manager, Strategic and Community Development, as required.
23. In an emergency situation that requires the activation of the RDN's Emergency Operations Centre (EOC), may be called upon with other RDN employees and assigned a role and/or tasks to support the EOC. Courses and/or workshops may be offered by the RDN to support this role.
24. Performs other related duties as required by the General Manger, Strategic and Community Development.

### **REQUIRED EDUCATION AND EXPERIENCE**

Master's degree in public administration, business administration or a related discipline, supplemented by formal education, certification and/or experience, in asset management and/or strategic planning and initiatives; plus six years of work related experience in a local or regional government setting, including three years of management experience, or an equivalent combination of training and experience.

Experience designing and implementing an asset management program and policies, project management, data analysis and interpretation, and familiar with strategic planning and initiatives, as well as performance indicators and measurement.

Excellent interpersonal, written and verbal communication, and leadership skills are essential. Must exhibit a high degree of tact, judgement and initiatives in the performance of duties. Ability to maintain positive internal and external working relationships is essential, as is a demonstrated ability to plan, organize, develop and implement projects and programs in a systematic and timely manner.

**REPORTS TO:** General Manager, Strategic and Community Development