



Northwest Territories

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
NEW	P3 Project Leader	
<i>Department</i>	<i>Division/Region</i>	<i>Location</i>
Finance	Deputy Secretary	Yellowknife NT

PURPOSE OF THE POSITION

The P3 Project Leader is responsible for the implementation of the Government of the Northwest Territories (GNWT) Public-Private Partnership (P3) Policy and Management Framework. The position will ensure all aspects of P3 potential projects are implemented in accordance with the policy and framework.

The position oversees the overall compliance to the P3 Management Framework and Process Convention. This includes overseeing the procurement process for all P3 projects including the development of Request for Qualifications (RFQ) and all Request for Proposals (RFP). The position is also responsible for the development and administration of all final legal P3 agreements.

SCOPE

Located in Yellowknife and reporting to the Deputy Secretary of the Financial Management Board (FMB), the P3 Project Leader is responsible for the P3 Management Framework and Process Convention, including the procurement process and final agreements for all P3 projects the GNWT may undertake.

The position also plays a lead role in all P3 projects such as the planning, analysis, stakeholder relations, research, contract management, communications and reporting.

A P3 is a cooperative venture between the public and private sectors, built on the expertise of each partner that best meets clearly defined public needs through the appropriate allocation of resources, risks and rewards. P3's are a way for governments to obtain and utilize infrastructure by partnering with the private sector, the government

can better focus on the quality of programs and services and put the responsibility for the infrastructure on the private partner.

According to the P3 policy and management framework any capital project exceeding \$50 million in value should be first considered as a P3. P3 projects require additional expertise due to the increased complexity of approaching risk allocation, contract design, contract negotiations and overall financing. This means that P3 projects require to be managed in a highly structured manner in accordance with the P3 policy and management framework.

There are several stakeholders to any P3 projects, whom the P3 Project Leader must be able to build effective working relationships with, communicate and negotiate with. The P3 Project Leader must be able to provide advice, draft information items, and develop and deliver Cabinet/FMB level briefing materials.

The P3 Project Leader will be required to participate in Federal/Provincial/Territorial discussions and will be required to travel both within the NWT and inter-jurisdictionally as required.

Given the highly sensitive nature of P3 projects, the number of stakeholders involved, the complexity of the environment in which the project must be managed (F/P/T, P3 Canada, GNWT P3 Policy Framework), the P3 Project Leader must be recognized as an authority on project management within projects of similar size, scope and nature and be viewed upon as an expert in the field. Any P3 project is estimated to be \$50+ million in size. The P3 Project Leader will be responsible for managing administrative project budgets of approximately \$1 million, which will include smaller sub-projects such that are undertaken as part of the development of the Business Cases, the P3 procurement process and eventual contract evaluation and project management.

RESPONSIBILITIES

- 1. The P3 Project Leader is responsible for the implementation of all P3 projects in accordance with the P3 policy and management framework. The P3 Project Leader will be involved in all aspects of any P3 project from the feasibility analysis through to contract development and asset delivery. Major responsibilities include:**

Strategic Advice and Analysis

- Provide strategic advice, analysis, and recommendations on all aspects of P3 projects to the Deputy Secretary of the FMB, Minister, Working Group, FMB and Standing Committee(s) as required.
- Continually assess the organizational, political and environmental factors that could impact P3 projects.
- Monitor the political, economic and social developments at the F/P/T and international levels that could impact P3 projects.

Project Management

- Lead the development of any new legislation required for P3 projects, and the management of the P3 policy and management framework.
- Manages the P3 procurement evaluation process including all evaluation and procurement teams.
- Monitor and help develop all P3 project plans, ensuring that project tasks are completed, milestones are met, and that the impact of schedule changes are reflected in project plans and communicated to all stakeholders.
- Prepare budgets and complete variance reporting for the responsibilities in the Deputy Secretary office for implementation of the P3 policy and management framework.
- Identify and address issues, risks and obstacles and recommend actions to mitigate the risks on all P3 projects;
- Coordinate and schedule initiatives with other GNWT staff, departments, or third parties, as required on all P3 projects.
- Coordinate aspects of the environmental regulatory process including application, consultation, reporting and other activities on all P3 projects.
- Manage multiple inter-related projects that could be underway as part of the larger P3 projects.
- Manage project scope of all P3 projects.
- Ensure all P3 projects are implemented and managed in accordance with the GNWT P3 policy and management framework.

Contract Management

- Responsible for the procurement phase of all P3 projects
- Prepares RFQ and RFP documents required to retain contract services for all P3 projects;
- Leading the development of final legal P3 agreements.
- Manage contracts and legal agreements: secure services, supervise consultants and contractors, manage deliverables, contractor schedules and pay invoices.

Stakeholder Relations

- Develop, manage and update a stakeholder engagement plan to ensure positive working relationships with the appropriate Federal government departments and agencies that have an interest in P3 projects, GNWT departments, municipal and aboriginal governments, private industry, aboriginal development corporations, and other interested stakeholders. Liaise with all project stakeholders and keep them informed through all phases of P3 projects.
- Facilitate development of an ownership and operations model for proposed P3 projects in consultation with stakeholders.
- Manage the relationship with P3 Canada, as well as with external stakeholders including private partners and the Federal Government.

Communications and Reporting

- Approves all communications to interested parties, respondents, proponents as well as public communications on P3 projects.
- Single point of contact for between the GNWT and interested parties, respondents and proponents. The Contact Person is listed in the documents issued from the GNWT with respect to the Project and also reviews and responds to incoming questions from interested parties and co-ordinates appropriate responses.
- Produce monthly status reports for the project sponsor and/or Working Group.
- Prepare project updates, monthly status reports, briefing notes, and other reports as required for the Project Director, Working Group and Ministers as required.
- Develop and deliver presentations to key stakeholders as required as required, including the Federal Government.
- Lead or participate in consultation sessions with stakeholders as required.

KNOWLEDGE, SKILLS AND ABILITIES

- ✓ **Project Management expertise** - Proven project management skills, with expert knowledge and ability to implement established project management methodologies for complex, multi-stakeholder projects, thereby ensuring effective planning, implementation, monitoring and evaluation activities occur.
- ✓ **Northern Knowledge and Expertise** - Knowledge of northern communities, aboriginal organizations, northern political and environmental environment and significant contacts and existing relationships with business and industry players that may have an interest in P3 projects.
- ✓ **Federal Knowledge and Expertise** - Knowledge and experience with federal government departments, key contacts, and organizations that may have an interest in the P3 projects. Able to navigate the federal bureaucracy and build effective working relationships.
- ✓ **Technical knowledge** - Knowledge and experience in the NWT environmental regulatory and permitting process is needed.
- ✓ **Business Skills** – Demonstrated business skills and sound judgment are needed to manage the financial, management aspects of P3 projects. An ability to conduct business analysis and match business requirements to P3 projects infrastructure capabilities.
- ✓ **Strategic and Analytical Thinking** – Ability to identify problems, assess implications, identify relevant strategic issues, construct models and propose solutions that have effective immediate and long-term impact.
- ✓ **Communication Skills** – An ability to effectively communicate and interact effectively with individuals and groups is required, particularly Senior Management, Industry partners, Standing Committees and Cabinet/FMB. This includes the ability to accurately listen, understand and respond appropriately with diplomacy and tact in interactions with individuals and groups in the NWT, federally, and internationally. The ability to speak in public, develop and make presentations, write concise reports and conduct effective meetings is essential. Ability to initiate, facilitate and close meetings. Ability to handle difficult situations and interactions maintain a calm and professional attitude in all situations. Ability to manage relationships with all key stakeholders.
- ✓ **Information Seeking** – An underlying curiosity and/or desire to understand people involved, technical issues and operating environment. . It implies going beyond the questions that are routine or required in the job. It may include “digging” or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental “scanning” for potential opportunities or miscellaneous information that may be of future use.

- ✓ **Impact & Influence** – An ability to persuade, convince or influence others in order to get them to support the project. Having a good understanding and previous positive working relationships with the key private sector organizations, federal, territorial, municipal and aboriginal governments that could be involved in the project is key.

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

A degree in a related discipline such as business or engineering with either project management specialization, or additional Project Management Certification and 5-8 years of project management experience. Equivalencies will be considered that demonstrate the candidate's experience in providing leadership and project management expertise for large, complex, multi-stakeholder initiatives, preferably in the north.

WORKING CONDITIONS

Physical Demands

Consistent with the typical GNWT office environment and related travel within and outside the NWT.

There will be a requirement to travel up to 10-15%, to meet with various stakeholders in different regions of the NWT, F/P/T, and internationally.

Environmental Conditions

Consistent with the typical GNWT office environment, community commercial accommodations and small aircraft travel.

Sensory Demands

Consistent with the typical GNWT office environment.

Mental Demands

Stress may result from conflicting priorities and time-sensitive deliverables.