



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Manager, Projects Strategic Infrastructure	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-17713	Yellowknife	Strategic Infrastructure

## **PURPOSE OF THE POSITION**

To manage the planning, design, regulatory advancement, and delivery of major strategic infrastructure projects for the Government of the Northwest Territories (GNWT).

## **SCOPE**

This position is located in Yellowknife and reports to the Director of Strategic Infrastructure. The role is responsible for managing strategic, large-scale, technically complex infrastructure initiatives across the Northwest Territories (NWT), that are in the \$3 billion to \$6 billion range and are subject to a project duration of 5-10+ years. These projects are subject to elevated levels of political involvement and increased levels of public scrutiny, require meaningful and ongoing collaboration with Indigenous governments, and are subject to rigorous environmental and regulatory processes.

The position plays a senior project management role in coordinating GNWT internal resources, external consulting and construction contracts.

Key responsibilities include:

- Project management and contract administration for the delivery of major capital projects, often in remote areas of the NWT.
- Managing consultations with other GNWT Departments, Indigenous groups, municipal authorities and Non-Governmental Organizations on project delivery.
- Managing the performance and directing the work of engineers and other consultants to ensure the large capital projects are designed appropriately in accordance with Infrastructure standards of the GNWT and regulatory agencies.
- Managing large contracts to ensure performance requirements are met and to ensure that contract costs are properly controlled.
- Manage project risks that are inherent with large capital projects through the



planning, regulatory, design and construction phases of the project and ensuring schedule is adhered to through all phases of the delivery process.

- Coordinating internal resources and supporting transition from planning to design and construction phase delivery teams.

## **RESPONSIBILITIES**

### **1. Lead strategic infrastructure project planning and development**

- Lead project planning activities including technical scoping, scheduling, budget, cash flows, risk assessment, and resource planning for major transportation corridor projects.
- Coordinate the preparation of project briefs, business case inputs, and technical materials for GNWT approvals.
- Participates in the GNWT Capital planning process by preparing the required documentation and providing technical and project management advice;
- Prepares terms of reference for project consultants;
- Manages the call for and award of contracts for project consultants;
- Coordinate preliminary engineering work (e.g., routing analysis, geotechnical investigations, environmental baseline studies).
- Administers the consultant preparation of detailed design, drawings, and construction tender documents to ensure the project terms of reference are met;
- Obtains client, community, technical and regulatory approvals, as appropriate, throughout the design stage; and,
- Develops, in collaboration with communities and local development corporations and/or contractors, plans to help maximize local/northern involvement, training and business development opportunities associated with the projects.

### **2. Manages project compliance with governing authorities:**

- Identifies opportunities to achieve GNWT policy objectives throughout all stages of project planning and implementation, (particularly Business Incentives, Local Accommodation, Local and Northern Involvement policies) and takes action to achieve policy objectives;
- Ensures consultant and contractor compliance with GNWT technical standards and guidelines, and takes action when in default; and,
- Provides technical advice and assistance to clients, communities, consultants, contractors and local suppliers.



**3. Monitors and directs the initiation, planning, design, construction and warranty phases of assigned projects to ensure projects are completed to terms of reference, on schedule and within budget:**

- Establishing project governance structures, work plans, schedules, and cost controls at project initiation.
- Leading the development, review, and approval of project scopes, technical designs, and procurement strategies.
- Coordinating interdisciplinary inputs, including engineering, environmental, regulatory, financial, and stakeholder considerations.
- Providing regular project status updates, briefings, and decision support to senior management.

**4. Manages project construction stage to ensure projects are completed to terms of reference, on schedule and within budget:**

- Working with technical experts, including internal resources and consultants, ensure the scope and quality of projects in accordance with the contract, technical specifications, design guidelines and regulatory requirements;
- Prepare and review required reports to monitor and communicate compliance with agreed budget schedule, advising clients of potential problems and changes or risks in funding requirements, scope, or schedule as they occur and taking action to alleviate problems or to keep adverse consequences to a minimum;
- Advising clients of possible deletions or changes to reduce costs if tenders for construction exceed the budget available;
- Facilitate dispute resolution with third party stakeholders, contractors and/or consulting engineering firms;
- Certifying and /or authorizing requests for contract payment from contractors and architectural/engineering firms within signing authority;
- Recommending and/or approving contemplated change orders within signing authority;
- Confirming that any deficiencies identified throughout construction or during warranty period are resolved.

**5. Indigenous and stakeholder engagement**

- Work closely with project's Manager of Regulatory Affairs to support collaborative planning with Indigenous governments, including routing input, traditional knowledge integration, and community benefit alignment.
- Support Indigenous consultation activities in partnership with INF consultation teams.



## **6. Transition to delivery**

- Work with Asset Management and Regional Operations to transition corridor projects from planning, design and regulatory into construction-phase delivery.
- Support continuity of knowledge and smooth handover of project materials and decisions.

## **7. Contribute to continuous improvement**

- Provide mentorship and guidance to junior project staff.
- Support development of standardized tools, templates, and processes for project management.
- Participate in internal working groups and cross-departmental collaboration initiatives.

## **WORKING CONDITIONS**

### **Physical Demands**

A Senior Project Manager may encounter physical demands on worksites.

### **Environmental Conditions**

The incumbent is exposed to extremes in temperature, noise, vibrations, and dust while on construction sites while work is in progress.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent requires tact and diplomacy while dealing with resolving conflicts with clients, community governments Indigenous governments, contractors and consultants.

Incumbents are required to travel to and from job sites, which may be remote and require extended periods of time away from headquarters. 90% of the time is spent working in an office environment. The remaining 10% is spent traveling to and from job sites and performing onsite job inspections.



### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the project management process, including project planning, scheduling, contracting, supervision of professional consultants and contractors, and inspections.
- Knowledge of construction processes in remote and cold region environment.
- Communication skills both verbal and written.
- Planning, time management and scheduling skills.
- Negotiating skills; required to manage large complex projects and work closely with contractors, consultants, and stakeholders.
- Project management skills including estimating and financial skills to develop and control budgets for large capital projects.
- Problem solving skills.
- Skills and knowledge of software areas such as: Computer Aided Design, Word Processing, Spreadsheets, Project Management Systems, and Financial Management Systems.
- Ability to work in a high stress multi-tasking environment with tight deadlines.
- Ability to interact with individuals with a high degree of tact and diplomacy required.
- Ability to work in a cross-cultural environment with a diverse group of clients and staff.
- Ability to resolve conflicts with senior management of other departments.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

### **Typically, the above qualifications would be attained by:**

A degree in Civil Engineering, or related discipline and 5 years of project management experience including 1 years' experience in major project development.

Equivalent combinations of education and experience will be considered.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security (check one)**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check



**French language** (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

**Indigenous language:** Select language

- Required  
 Preferred