

The **Royal BC Museum** sits on the Traditional Territory of the Lekwungen (Songhees) and Xwsepsum (Esquimalt) Peoples. The museum and archives explore the province's human history and natural history, advances new knowledge and understanding of BC, and provides a dynamic forum for discussion and a place for reflection. The Royal BC Museum celebrates culture and history, telling the stories of BC in ways that enlighten, stimulate and inspire. The museum is a hub of community connections in BC.

We are committed to creating a diverse workplace where everyone is celebrated.

As an inclusive and accessible employer please advise Human Resources if any accommodations are required to assist you to ensure equitable participation in this hiring process.



CAREER OPPORTUNITY

Modernization Project Director, Band 4

Salary: \$92,700.00 - \$123,200.00

Royal British Columbia Museum

The Royal BC Museum is one of Canada's great cultural treasures. Our collections, research and presentations enable us to tell the stories of BC in ways that enlighten, stimulate and inspire. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of BC, and provides for a dynamic forum for discussion and a place for reflection.

Under the direction of the VP Museum and Archives Operations, the Modernization Project Director is responsible for leading and directing the development, implementation and evaluation of major long-term capital projects that involves overseeing sub-projects and/or multiple delivery components. Projects are taken from original concept through final completion. The Director is accountable for the overall success of the assigned projects, and ensures service delivery and program outcomes are achieved. This includes managing approval processes, ensuring that team members fulfil their roles, advising Executive, approving change orders and payments on projects, managing communications and managing project completion and closure. This position directs the museum redevelopment capital projects from an in-house perspective through its various phases, in collaboration with project partners. The successful candidate will have a degree in business administration, public administration, related field or equivalent. They must be qualified to complete the Project Management Professional Designation within 12 months of commencement and have experience leading and coaching multi-disciplinary senior level professionals and/or managers in the development and implementation of complex projects. They will have experience in a senior management role leading new capital development projects and/or business transformation projects involving a diverse range of project portfolios, establishing collaborative relationships with senior leaders across government and leading organizational change associated with implementation, leading and coaching multi-disciplinary management teams in the development and implementation of a diverse range of projects, strategic business planning; contract management; financial management; and leading multi-party negotiations. Experience in Museum and/or Archives setting is preferred (not essential) and Project Management designation preferred (not essential).

This position requires Criminal Records Checks under the BC Public Service Screening Policy and the Criminal Records Review Act and all applicants must be legally entitled to work in Canada (have Canadian citizenship or permanent resident status).

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This position requires successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job description carefully to understand the specific security screening requirements pertaining to the position**).

All applicants must be legally entitled to work in Canada (be Canadian citizens or have Permanent Resident status).

On November 1, 2021 the BC Public Service announced the COVID-19 Vaccination Policy that defines the conditions and expectations for BC Public Service employees regarding vaccination against COVID-19. Among other possible measures, proof of vaccination will be required by November 22, 2021. It is a term of acceptance of employment that you agree to comply with all vaccination requirements that apply to the public service. More information can be found [here](#).

Preference may be given to those applicants who self-identify as Indigenous.

Please refer to the full job description found at <https://royalbcmuseum.bc.ca/about/people/employment> for more detailed information regarding the duties and selection criteria to ensure your application addresses the areas we will be looking at when assessing suitability for this opportunity.

We are accepting applications for the opportunity until **11:59 PM (PST) November 26, 2021**.

Please submit your application in PDF format to the Human Resources branch quoting Competition RB2021:38 via email to: humanresources@royalbcmuseum.bc.ca



POSITION DESCRIPTION
Royal BC Museum

POSITION TITLE:	Modernization Project Director	POSITION NUMBER(S):	90046
DIVISION:	Museum Operations		
DEPARTMENT:	Property Management & Site Development	UNIT	
SUPERVISOR'S TITLE:	VP Museum and Archives Operations	POSITION NUMBER	
SUPERVISOR'S CLASSIFICATION:	Band 6	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	Band 4	CLASS CODE:	
ENTERED BY:	BC Public Service Agency	PHONE NUMBER:	

ORGANIZATION OVERVIEW

The Royal BC Museum is one of Canada's great cultural treasures. Our collections, research and presentations enable us to tell the stories of BC in ways that enlighten, stimulate and inspire. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of BC, and provides for a dynamic forum for discussion and a place for reflection.

We have over 7 million objects and specimens and 28km of archives including government documents and records; substantial photographic, audio and video collections; artworks; and an extensive library of publications. Through research and learning, we strive to broaden understanding about our province and inspire curiosity and wonder. We are passionate about sharing British Columbia's story with the millions of visitors who walk through our doors and explore our website each year.

DEPARTMENT OVERVIEW

Government has begun planning for and implementing a capital project to modernize and renew the museum and archives to preserve, protect, and provide better access to the human and natural history collections of British Columbia. The Museum and the Ministry of Tourism, Arts, Culture and Sport are working together to develop the modernization program which includes a new Collections and Research Building in Colwood.

This unit is responsible for the implementation of major and complex accommodation and property development projects which may use the expertise of private sector project managers, architects, engineers, specialist consultants and contractors.

PURPOSE OF POSITION

Under the direction of the VP Museum and Archives Operations, the Modernization Development Director is responsible for leading and directing the development, implementation and evaluation of major long-term capital projects that involves overseeing sub-projects and/or multiple delivery components. Projects are taken from original concept through final completion.

The Director is accountable for the overall success of the assigned projects, and ensures service delivery and program outcomes are achieved. This includes managing approval processes, ensuring that team members fulfil their roles, advising Executive, approving change orders and payments on projects, managing communications and managing project completion and closure. This position directs the museum redevelopment project from an in-house perspective through its various phases.

The Director works with an assigned interdisciplinary team for assisting in the delivery of the revitalized museum project. When the project is delivered, the position and the team become disbanded.

In consultation with the Executive, the Project Director works jointly with the department heads and staff to determine who is/are assigned to various aspects of the project. See attached for proposed Teams and their responsibilities.

The Project Director will work with the curatorial and scientific teams on the scope and delivery of the CRB project.

The Director is responsible for the management and implementation of develops, manages, implements and evaluates all work related to the internal and external physical infrastructure of the Royal BC Museum modernization projects.

The Director will lead and implement unit services and ensure appropriate resources are in place to deliver on corporate objectives related to the modernization project through to completion.

INSTITUTIONAL RESPONSIBILITIES

- Support the Museum's mission, vision, values and core commitment to being user-centred, supporting indigenous voices, and embedding institutional relevancy for the future.
- Contribute to and support the Museum's strategic plan, annual priorities and institutional initiatives such as diversity advancement.
- Contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, collaboration, and openness to many perspectives.
- Participate in a culture of ongoing learning, collaboration, innovation, creativity and community engagement.
- Promote the museum's positive response to UNDRIP, TRC, and DRIPA.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

- Leads a project team to deliver major projects that involve overseeing sub-projects and/or multiple delivery components (e.g., governance, operations, customer service delivery) in accordance with project management standards.
- Participates as a member of the Project Working Group for the modernization project with partner organizations, including Ministry of Tourism, Arts, Culture and Sport, Infrastructure BC, Transportation Investment Corporation and Songhees Nation and Esquimalt Nation Liaison Officers.
- As part of Project Working Group, participates in the development of business case and supporting documentation, establish project evaluation criteria and considerations (including scored elements) for project and participates on the RFQ/RFP documents, evaluation processes and being a member of evaluation committee.
- Acts as User Group Lead to coordinate with design-build team, gather feedback on design development and proposed changes
- Develops and determines project goals, objectives, and outcomes to align with the direction of the organization, project working and Project Executive Board.
- Supervises a team of staff including assignment of work, development and evaluation of performance plans,

approval of leave, response to grievances and initiation of discipline processes.

- Provides advice to the CEO, VP Museum and Archives Operations, Executive team, Museum Redevelopment Committee, and the Minister's office on project status.
- Determines the appropriate resourcing levels (e.g., staff, contractors, budget) to deliver the project.
- Develop and manage workplan, project schedule and approved budget towards achievement of project objectives, milestones and deliverables.
- Develops and maintains partnerships with internal and external stakeholders to achieve the operational mandate and project outcomes.
- Establishes and approves changes to structure and operations to ensure project goals meet the needs of the project.
- Manages the financial budget and resources for the approved project.
- Reviews and approves project evaluation and post-implementation reviews, including implementation of any required changes.
- Prepare and deliver presentations, briefing notes, and other supporting documentation to secure approvals from government.
- Preparing business cases, project briefs or other documentation required to secure internal and external approvals.
- May be involved in the development of Treasury Board submissions in consultation with project partners.
- Develops and implements policies and procedures. Monitor and adjust policies, programs and procedures and resources (human and financial) to accommodate changing requirements arising from the Royal BC Museum's modernization project implementation.
- Ensures infrastructure construction, and/or other work undertaken for the project which may affect the building envelope/infrastructure, are in compliance with municipal, provincial and federal building codes, health and safety regulations, laws and any other related regulations.
- Ensures all records are managed in accordance with FOIPPA and ARCS/ORCS standards including: maintenance, construction and project records and documentation, blueprints, plans and all other legal and business documents.

Manages and supervises the Modernization Project department's staff including:

- Responsible for recruitment and selection, performance evaluation, development of Employee work plans
- Coordination of resources and activities.
- Providing leadership, training, coaching, counselling and motivation.
- Applying discipline, including suspension, and recommends termination if required.

Attends and participates in divisional Museum Operations meetings and participates in budget and service plan development at the section, branch and Corporation level.

FINANCIAL RESPONSIBILITY

Develop and oversee the budget. Ensures that project budgets comply with budgetary constraints, while adequately allocating resources and expenditures to ensure the goals and objectives of the RBCM are met.

Participates in contract procurement through bidding process. Evaluate bids and select or recommend the selection of the most adequate vendor/contractor. Negotiate and develop contracts for programs, projects and services with contractors and vendors.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
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Directly supervises staff	4-5	1
Supervises staff through subordinate supervisors	0	3

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input checked="" type="checkbox"/>	1	Provides formal training to other staff <input type="checkbox"/>	4
Lead project teams <input checked="" type="checkbox"/>	Up to 5	Assigns, monitors and examines the work of staff	4

TOOLS / EQUIPMENT

Skilled and experience with personal computers and common office applications. Experience with commonly used office equipment such as printers, copiers, and various digital technology

Able to drive a vehicle safely. Possess a valid driver's license and have the flexibility and willingness to travel if required.

WORKING CONDITIONS

Constant pressure to provide leadership, resolve urgent tissues and meet multiple deadlines while ensuring quality, accuracy and currency. Frequent requirement to present materials. Occasional contacts involving confrontation or similar unpleasant interactions.

Flexibility and adaptability to assume additional responsibilities as required to meet business needs.

Flexibility and willingness to work extra hours as required to meet business needs.

Safely use and tolerate the use of hazardous substances common to the facility maintenance related activities.

VALUES – Every employee is expected to demonstrate the following values during the course of their work

Accountability, Community, Creativity, Diversity, Partnership, Service

INCUMBENT

NAME:	DATE:	I have read and understand this job description
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EXCLUDED MANAGER AUTHORIZATION

I confirm that:		
<ol style="list-style-type: none"> the accountabilities / deliverables were assigned to this position effective: (Date). the information in this position description reflects the actual work performed. a copy has / will be provided to the incumbent(s). 		
NAME:	SIGNATURE:	DATE:

SELECTION CRITERIA

Experience, Education and Training Requirements (Screening Criteria)

Degree in business administration, public administration, related field or equivalent.

Must be qualified to complete the Project Management Professional Designation within 12 months of commencement.

Experience leading and coaching multi-disciplinary senior level professionals and/or managers in the development and implementation of complex projects.

Experience in a senior management role leading new business development projects and/or business transformation projects involving a diverse range of project portfolios.

Experience establishing collaborative relationships with senior leaders across government and leading organizational change associated with implementation.

Experience leading and coaching multi-disciplinary management teams in the development and implementation of a diverse range of projects.

Experience in strategic business planning; contract management; financial management; and leading multi-party negotiations.

Experience in Museum, Archives setting preferred. (not essential)

Project Management designation preferred. (not essential)

Essential Skills and Abilities (Assessment Criteria)

Superior problem-solving skills using tact, judgement and diplomacy.

Excellent written and verbal communication skills.

Ability to present to a variety of audiences.

Ability to maintain a positive disposition under stress.

Strong work ethic combined with a creative, innovative and entrepreneurial attitude.

Behavioural Competencies (Assessment Criteria)

Motivating for Peak Performance – involves knowledge and skills in using motivational techniques such as job design, role clarification, reward systems and performance appraisal to motivate optimum subordinate performance.

Designing Strategy and Structure – involves knowledge and skills in the analysis of the environment, size of the organization, strategy and use of technology.

Seeking and Using Feedback – involves seeking and using feedback from others to improve one's performance and authenticity. This requires modeling personal change in order to foster trust in the whole organization.

Concern for Image Impact – is an awareness of how one's self, one's role and the organization are seen by others. It involves an awareness of, and preference for, respect for the organization by the community.

Creating and Managing Change – involves knowledge and skills to manage in the organization through setting direction and urgency, building a coalition of support, communicating widely, handling resistance to change and facilitating implementation of successful change actions.

Cultural Agility – ability to work respectfully, knowledgeably and effectively with people with different cultural backgrounds.

Building a Trust-based Relationship – requires a fundamental understanding that "relationship" is the foundation from which all activities happen, and that building a good relationship takes time and commitment.

Open Listening - listening to and valuing the telling of stories, and letting pauses in conversation extend into silence rather than jumping in to dispute, agree, question or move on. It is an awareness of personal bias or judgment and its

effect on one's ability to hear.

Collaborative Planning, Organizing and Coordinating – involves shared planning, establishing priorities jointly and assigning resources accordingly with sensitivity to competing demands. It is expressed by building plans together prior to acting and ensuring that plans and resourcing align with evolving interests and needs.

*Note: Individuals identifying as Black, Indigenous, or other people of colour, having lived experience with homelessness, and/or LGBTQ2+ are strongly encouraged to apply.