

JOB TITLE	Project Manager, Development
DEPARTMENT	Development
REPORTS TO	Development Team Lead
DIRECT REPORTS	None
STATUS	Full-time, Permanent

JOB SUMMARY

The Project Manager, Development develops project plans for a variety of projects that align with client community's energy related objectives including determining timeline and resource requirements, identifying strategic objectives and specific deliverables, and delegating internal and external resources. The Project Manager supervises and supports the execution of the project plan, completing and responding to quality control and risk assessments, and are ultimately responsible for project deliverables, execution, and client communication. This role is a mentor and shares skills, expertise, and experience with other team members as required for team development and project success.

RESPONSIBILITIES

- Take a lead role in the development of project plans for community energy projects including community energy plans, energy efficiency retrofits, and renewable energy projects
- Work directly with community to develop scope of work, timeline, budget, implementation strategy, and project team based on objectives, priorities, funding cycles, and resources
- Create and oversee the execution of a funding strategy that aligns with project objective and timelines, while strategies, maintaining a good relationship with external funding entities
- Update and maintain accurate project budgets including invoice approvals and change management
- Develop and track project schedules
- Maintain project management documents
- Develop and maintain respectful and high-quality relationships within Barkley Project Group team members and with community contacts
- Support team members in task execution as needed and hold ultimate accountability for delivering high quality and community-specific deliverables
- Adapt and develop departmental processes as needed including, but not limited to, project management, community energy planning, and energy efficiency activities
- Provide professional development encouragement to team members, create opportunities for hands-on learning and mentorship, and be strategic in project resourcing to encourage high job satisfaction of project coordinators and other team members
- Contribute ideas, energy, and personal commitment to help foster a positive and rewarding work environment, and to help maintain and grow a successful, innovative, high-quality project management consulting practice at Barkley Project Group
- All other duties or tasks as assigned by your manager

EDUCATION & EXPERIENCE

- Bachelor degree in applied sciences, engineering, renewable energy or other related field
- Three to five years experience in energy management, community planning, renewable energy generation, energy efficiency, or a related field
- Must have a strong and well-rounded knowledge of energy systems, including energy efficiency fundamentals and renewable energy technologies
- Experience advancing energy efficiency and/or renewable energy projects from development through procurement to implementation and operations on a community or municipal scale, or equivalent
- Management and leadership experience including project development, resourcing, mentorship, and team skills development within a multi-disciplinary team
- Able to assess demand side management opportunities and develop high value implementation strategy consistent with community context and resources
- Experience completing renewable energy pre-feasibility and feasibility studies including hydropower, wind, and/or solar
- Able to quantify GHG emissions, complete a GHG inventory, and create an emissions reduction strategy
- Experience identifying, securing, and managing funding from government and non-governmental granting organizations
- Experience working with Indigenous communities is an asset
- Registration with EGBC as an EIT or P. Eng considered an asset

SKILLS AND ABILITIES

- Self-motivated and passionate about energy efficiency, renewable energy, climate action and Indigenous rights
- Proficient computer skills including use of Microsoft Office Suite
- Strong problem solving and critical thinking abilities
- Strong communication and relationship building skills, treating others with respect and integrity
- Demonstrated ability to prioritize, multi-task, work under pressure and meet deadlines
- Initiative providing suggestions for improved work and processes
- Works autonomously and recognizes limits, integrating support from Team Lead and others as needed
- Identifies area for improvement and takes initiative where appropriate
- Very strong attention to details
- Accepts and manages change effectively
- Supports teamwork and contributes to a positive team spirit
- Positive attitude and interactions with others
- Professional in all interactions

WORK ENVIRONMENT

- Remote work, in-office (Nanaimo) work, or hybrid work
- Site visits required (~4+/year). Preference given to candidates in coastal British Columbia in alignment with the location of our client communities
- Core work hours are 10:00am-3:00pm, Monday to Friday
- 40 hours per week required or adjusted

DISCLAIMER

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this work. This is not intended to be an exhaustive list of all duties and responsibilities. Barkley Project Group management reserves the right to amend, change, add or remove responsibilities to meet business and organizational needs as necessary, in accordance with applicable Employment Laws “notice to employee requirements”.

Employees have the right and responsibility to ensure their own healthy and safe work environment, by exercising their right to: “Information, Instruction and Training”, “Refuse Unsafe Work” and “Participate in Workplace OH&S Programs”, as outlined in the Worker’s Compensation Act with WorkSafeBC or any other laws or regulations, both Provincially and Federally governing Barkley Project Group. It is intended that all tasks and responsibilities are performed by staff in a manner that ensures their safety and health and those of their co-workers.

In the outlined duties in this job description, it is highly probable that the employee will be exposed to very confidential and sensitive information. Therefore, it is intended that employees that fulfill these tasks will do so with the strictest of confidentiality as outlined in Barkley Project Group’s Confidentiality Policies, the Privacy and Confidentiality Act and any other applicable laws or regulations, both Provincially and Federally governing Barkley Project Group and its employees.

I have read and understood the above job description and will continually strive to accomplish each task in a professional manner.

Employee Signature

Date

Supervisor Signature

Date