



Job Posting
**Project Manager, Saskatoon North
Partnership for Growth (P4G)**

About SREDA

Started in 1992, the Saskatoon Regional Economic Development Authority (SREDA) was one of the first independent economic development agencies in Canada. SREDA works with the City of Saskatoon, Regional Municipalities and over 100 private sector investors to grow the Region's economy.

In 2015, SREDA launched a transformational 2015-2018 strategy entitled *"Growing, Together."* This strategy outlines how the organization contributes to growing the economy in the Saskatoon Region. SREDA provides programs and services around six core areas: business attraction, business expansion, regional economic development and planning, entrepreneurship support, economic forecasting and analysis, and marketing the Saskatoon Region.

SREDA is seeking a dynamic individual with strong project management and leadership skills to assume the role of Project Manager for the Saskatoon North Partnership for Growth (P4G) Regional Plan.

Job Profile:

Reporting to the President & CEO of SREDA and the P4G Planning Administration Committee (PAC), the Project Manager is responsible for drafting the P4G Zoning Bylaw and assisting with implementation of the P4G Regional Plan. The P4G consists of the Cities of Saskatoon, Warman, and Martensville, the Town of Osler and the Rural Municipality of Corman Park. This role is a one year term position with SREDA, with the possibility of extension.

Primary Responsibilities:

- Manage, prepare, and coordinate the development of the P4G Zoning Bylaw and other projects, studies, strategic business plans, and budgets related to the P4G Regional Plan, in collaboration with the P4G partners;
- Address complex, sensitive and confidential issues on a regular basis and facilitate collaborative solutions to these issues;
- Liaise with partners in and adjacent to the P4G region including First Nation & Métis organizations, the Provincial Government, Crown Corporations and municipalities. Additional interactions with other professionals, property owners, consultants, and community and business associations regarding the drafting of the P4G Zoning Bylaw and other regional planning matters is required;
- Conduct and coordinate the preparation of studies and research on matters related to the development of the P4G Zoning Bylaw and the implementation of the P4G Regional Plan;
- Coordinate the collection, analysis, distribution and publication of community and planning data for the P4G region to assist with decision-making and policy development;
- Manage consultant contracts and projects consistent with the corporate policies and procedures of the P4G partners including preparing requests for proposals and/or tenders, preparing detailed project definitions, identifying terms of reference, and coordinating the review of proposals for consultant selection;

- Make recommendations and administer consultant agreements on behalf of the P4G partners;
- Prepares and present complex reports and recommendations to the P4G Regional Oversight Committee and to the Committees and Councils of the P4G partners when required;
- Oversee public, rights-holder and stakeholder engagement and media communications relating to assigned projects, including preparation of materials and ensuring alignment with the corporate policies and procedures of the P4G partners;
- Ensure a customer service culture by displaying and promoting leadership, accountability and recognition;
- Manages assigned staff and performs other related duties as assigned.

Qualifications:

Education and Experience

- Degree in Planning or other related field
- Registered Professional Planner (RPP) and Member of the Canadian Institute of Planners (MCIP)
- Seven to nine years of professional experience in community and regional planning, including three years in a supervisory capacity.

Skills and Competencies

- Thorough knowledge of the principles and practices of professional community and regional planning;
- Thorough knowledge of applicable municipal bylaws and provincial legislation and regulations pertaining to community and regional planning;
- Thorough knowledge of budgeting and financial procedures;
- Demonstrated ability to establish and maintain effective working relationships with Indigenous communities, governments, the public, professionals in various fields, civic officials, and other related external agencies;
- Demonstrated ability to resolve complex issues in a multi-disciplinary environment including conflict management, managing extensive work programs, and delivering projects on schedule and within budgetary constraints;
- Demonstrated ability to deliver consistent quality and performance while managing a high volume of work with multiple responsibilities and multiple partners;
- Demonstrated ability to communicate effectively, including the preparation and presentation of complex policy, technical and financial reports;
- Demonstrated ability to guide staff and consultants;
- Demonstrated ability to make clear decisions in a prompt and consistent manner;
- Demonstrated commitment to SREDA's values of Excellence, Teamwork, Partnership and Trust.

To apply for this position:

Interested candidates should submit their application in confidence to:

Alex Fallon, President & CEO

Email: afallon@sreda.com

Closing Date: February 27th, 2018