



## Career Opportunity

### Project Manager – Term – 2 Years (Minimum)

The Valley Region Solid Waste-Resource Management Authority (Valley Waste-Resource Management) is a regional solid waste-resource management authority under the Environment Act. The Authority operates the municipal solid waste system in the Valley Region. Valley Waste is seeking candidates to fill the **2-year (Minimum) Term position of Project Manager**.

Valley Waste-Resource Management has, for over twenty-five years, provided waste management services to its municipal partners in the beautiful Annapolis Valley, Nova Scotia. Upgrading the current infrastructure to meet current waste management priorities, including sorting of waste, and accommodating a diverse array of stewardship programs, is a key focus to increase waste diversion. The Project Manager's role will assist in managing components of design, procurement, and completion of projects. In addition, the Project Manager will assist in researching and identifying solutions for unique waste management challenges from management of specific waste streams to day-to-day operational issues. Duties will include, but not be limited to:

- **Project Planning** - Develops a detailed project plan, ensuring resource availability and allocation to ensure that projects are developed on time within project scope and budget to include leading the project.
- **Document Control** – Manage document control for all ongoing projects and upgrade existing document control to a standard system throughout the organization
- **Time and Resource Management** - Ensures proper time and resource management in bringing about the change the project creates, ensuring that the project has a schedule with the time and resources to achieve goals.
- **Participant Management** - Maintains constant communication and collaboration with all participants, including suppliers and contractors, to ensure all desired deliverables are achieved.
- **Risk Management** - Determines and addresses risk management issues with a focus on achieving a quick resolution of issues that arise during the project.
- **Monitoring Progress** - Continually measures and compares project status with the project plan, collects and maintains project data such as status reports for all participants involved with the project.
- **Availability** - The Project Manager will be flexible with scheduling requirements to accommodate work required outside of the normal operating hours, which may include evenings and weekends.

The successful incumbent will have:

- Secondary Education or equivalent experience in a project management/document control role (experience in waste-resource management will be considered an asset)
- Experience as a project manager with theoretical and practical project management knowledge
- Experience in strategic planning, risk management and/or change management and proficiency in project management tools including document control
- Knowledge of public sector procurement standards and processes
- Proven proficiency in Microsoft 365 and other project management software
- Proven excellence in communication and organizational skills both oral and written
- Unwavering flexibility in adjusting constantly changing work plans and priorities in a collaborative environment
- Proven optimism, creativity, critical thinking and critical thinking skills with excellent decision-making and leadership skills
- Valid Nova Scotia Driver's License

This is a 2-Year (Minimum) Term position based on a 35-hour workweek. Compensation includes a competitive salary of between \$62,268 to \$78,718 and benefits plan including an 8% employer/employee matched pension plan. Please merge your cover letter and resume into one document. **Submissions should outline the applicant's education, experience, training and other related qualifications that would allow the applicant to successfully perform the duties of the position. We encourage interested applicants to apply early, as the position will remain open until the ideal candidate is found.**

To Apply:

- Please demonstrate in your application how you meet the above qualifications.
- To apply for this position, please e-mail your application (cover letter/resume) to [careers@vwrm.com](mailto:careers@vwrm.com).
- Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment. Checks may include one or all the following: references, employment verification, criminal background and education.

The Valley Region Solid Waste-Resource Management Authority thanks all candidates for their interest in this position; however, only those selected for an interview will be contacted.