

JOB DESCRIPTION

Job Title: Project Manager, Planning & Regulatory **Position Number:** 93-06

Incumbent: Vacant **Effective Date:** May 2022

Employment Status: Full-time 2 Year Term **Bargaining Unit:** ___ Yes X No

SUMMARY

This position is primarily responsible for overseeing the development of electricity generation and relicensing projects and coordinating the associated environmental and socio-economic and/or regulatory assessments and applications.

All work shall be carried out in accordance with Yukon Energy's policies, guidelines and procedures while mitigating risk and complying with governing legislation.

DESCRIPTION

1. Coordinates the development of resource planning projects during their engineering, environmental and socio-economic assessment, public consultation, permitting and regulatory approval stages.
2. Provides project management for technical and financial evaluation, business case development, pre-feasibility studies, feasibility and preliminary engineering and detailed project design, as required for assigned projects.
3. Coordinates required project-related regulatory activities, including environmental and socio-economic assessment and permitting, license approvals and renewals, and regulatory applications.
4. Manages procurement and workplan of required consultants, including the development of scopes of work and requests for proposals and proposal evaluation. Coordinates with project consultants to ensure high quality products are delivered on time.
5. Prepares and manages project budgets, expenditures, and reports.
6. Assists in stakeholder engagement and First Nations consultation activities related to projects in collaboration with the Communications and First Nation Relations departments.
7. Maintains the confidentiality of all Corporation information. Adheres to the Corporation's high safety standards and follows all policies, procedures and guidelines.
8. Other related duties as required.

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WORKING CONDITIONS

The position normally works in an office environment with occasional site visits. The incumbent will work in a fast-paced environment.

EDUCATION AND EXPERIENCE

- University degree in engineering, science, or/and business;
- Minimum of five (5) years experience leading the development of large projects and/or coordinating environmental and socio-economic assessments and regulatory applications, preferably in the energy industry or related heavy industry;
- Equivalent combination of education and/or experience will be considered.

KNOWLEDGE AND SKILLS

- Proven project management skills.
- Experience in developing resource industry projects (e.g. power, energy, mining) and/or an in-depth understanding of environmental and socio-economic assessment and regulatory processes considered a strong asset.
- Strong written and oral communication skills.
- Analytical and problem-solving skills with attention to detail.
- Ability to work in a fast-paced, constantly evolving environment.
- Ability to conceptualize, write and deliver reports and presentations to broad audiences.
- Strong conflict resolution skills and the ability to negotiate and influence others in stressful and/or sensitive situations.
- Ability to work both independently and collaboratively with diverse teams.
- Computer literacy (word processing, spreadsheets, e-mail, etc).
- A valid class 5 driver's license.

GENERAL COMPETENCIES

- Delivery of defensible products: capability to deliver high-quality products as per project scope, schedule and budget without making errors and omissions, with attention to detail, and working in a conscientious, consistent and thorough manner.
- Time Management/Priority Setting: Ability to simultaneously manage and deliver multiple projects under pressure and tight deadlines.
- Achievement Orientation: Self-motivated and focusing efforts on delivering products within the organization's standards.
- Initiative: Dealing with issues proactively, persistently with curiosity and critical thinking, seizing opportunities that arise.
- Analytical and Conceptual Thinking: Analyzing and synthesizing information to understand issues, identifying options, and supporting decision making.
- Using Information Technology: Using latest software and information technology.

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- **Communication:** Assuming positive intent, being generous with information, making expectations explicit, listening to others and communicating articulately, fostering open communication.
- **Teamwork:** Capability and willingness to fit into multidisciplinary teams involved in technical, environmental, social and economic analysis of energy resource projects.
- **Negotiating and Mediating:** Seeking to resolve different perspectives or problems and/or dispute by taking ownership, discovering common ground and seeking beneficial outcomes for the company and department.