



Where ideas work

**Ministry of Attorney General  
Victoria**

This position is excluded from union membership.

**Senior Facilities Program Manager  
\$73,400.00 - \$101,900.00 annually**

Serving the Ministries of Attorney General (AG) and Public Safety and Solicitor General (PSSG), the Corporate Management Services Branch (CMSB) strives to provide excellence in corporate services and partner in the outcomes of both Ministries. CMSB provides central corporate services to all staff and branches/programs in these two ministries. We lead the preparation of budget submissions and financial reporting, and provide oversight, progress reports, and expert advice while performing day to day functions for our clients related to finances, strategic human resources, facilities (including Shared Services), and corporate risk and security.

In collaboration with the Ministry of Citizens Services (CITZ), the Senior Facilities Program Manager (supporting Adult Corrections Division, Court Services and/or other Branches) manages and oversees the facilities requirements for those Client Groups (and potentially others); to ensure that the appropriate level of facility services are provided to facilitate their success in delivering their respective programs. The scope of this responsibility includes budget development and management, project definition and delivery for new construction and renovations, portfolio management, leasing, property management, strategic planning (i.e. Capital Asset Management Planning) and general problem-solving and issues management. The Senior Facilities Program Manager also ensures the development, implementation and maintenance of appropriate facilities standards for the associated Groups. The position is responsible for the management and coordination of applicable aspects of the accommodation budget for the various Groups. The scale of responsibilities of the position requires extensive expertise in complex financial analysis, and comprehensive knowledge of the pricing procedures and policies governing accommodation for the Provincial Government.

You are strong at building relationships and able to work effectively in a collaborative team environment, while also independently managing projects and tasks. You are a skilled analytical thinker, an effective communicator and have excellent time management techniques. You thrive in a dynamic environment with evolving priorities where flexibility and creativity are key.

**Qualifications for this role include:**

- Design, construction, and/or project management.
- An equivalent combination of education and experience may be considered.
- Minimum five years' experience in facilities program management.
- Experience in project management.
- Experience in budget management.
- Experience managing complex facilities and project budgets.
- Experience in leading teams.

**For more information and to apply online by October 31, 2018, please go to:**  
<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/54643>