



## Job Specification

**Position Title:** BUSINESS SERVICES COORDINATOR  
**Job Code:** AMAPCEO - Purch & Supply (Ama Unit) APS18, 18APS  
**Job ID:** 10379

### Purpose of Position:

To provide project leadership for a variety of concurrent capital, procurement, and contracting projects for the restoration and rebuilding of various buildings and plant and property infrastructure resulting from water damage to the Fort William Historical Park.

### Duties/Responsibilities:

1. Plans and leads multiple concurrent projects ranging from restoring plant and property infrastructure to acquiring museum related exhibits for the Fort William Historical Park. Develops project terms of reference in conjunction with managers, develops project plans and business cases to achieve defined project objectives within allocated time; develops, manages and controls a multi-million dollar project budget and resources; determines resource requirements and ensures technical support and ongoing advice are provided to management at all stages of project, from identification to implementation.
2. Plans and coordinates the procurement of service providers (e.g., professional staff including architects, mechanical and electrical engineers) supporting projects and the purchase of equipment including preparing RFPs, RFQs and RFIs; evaluating vendor submissions, determining vendor approval, reviewing service provider performance; managing contractual agreements for contract compliance and reviews and recommends the approval for payment of all invoices for projects or services.
3. Provides procurement expertise to Park management and staff regarding the interpretation and application of government/ministry procurement policies and procedures in support of project activities and related complex procurement requirements; advising on supply options, changing business practices, procurement business plans, contract management processes, tools and systems and emerging tools and technology for effective management of procurement activities.
4. Provides group leadership to administrative staff including orientation, mentoring and training, determining work priorities, assigning responsibilities, overseeing day to day activities to ensure adherence to performance and operational standards; monitoring work and providing feedback on technical performance, identifying and recommending staff training requirements, referring labour relations matters to the General Manager.
5. Leads assigned project teams comprised of Park colleagues and service providers. Oversees all areas of project management including: initiation, estimating, coordinating and negotiating project budgets and schedules, planning of resources, monitoring and reporting of project progress/status and reviewing technical quality of work to ensure high standards are met by project resources and to identify and control risk.
6. Establishes and maintains ongoing business relationships with professional staff, Ontario Realty Corporation (ORC) managers, contractors, governmental regulatory authorities and trades people to represent the Parks interests in contractual negotiations, ensure issues are identified, negotiated and resolved, timelines are completed, work is monitored and final work meets preliminary plans and quality standards.
7. Leads the development and management of various systems in support of project activities including file and asset management.
8. Prepares and presents regular reports to Head Office and the General Manager Fort William Historical Park including expenditure forecasts and project status.

### Knowledge:

Position requires knowledge and understanding of project management techniques and methodology to effectively project lead multiple concurrent project initiatives in support of the restoration and rebuilding of various buildings at Fort William Historical Park and to ensure timely completion of projects. Position requires knowledge of procurement and purchasing

principles and methods and government procurement policies to plan and coordinate the procurement of service providers and to provide procurement expertise to Park management and staff regarding the interpretation and application of government/ministry procurement policies and procedures in support of project activities and related complex procurement requirements. Knowledge of project budgeting to develop and manage a multi-million dollar budget and to recommend invoice payments. Leadership skills and ability to plan, organize, and co-ordinate human, financial and material resources in order to achieve a variety of project objectives. Contract management and negotiation skills and knowledge of government tendering policies and processes to acquire and negotiate contractual agreements with external vendors.

Business relationship skills to develop and maintain ongoing liaison with business partners including professional staff, ORC managers, contractors, and trades people. Problem solving skills to ensure issues are identified, negotiated and resolved and to identify and control risk. Computer proficiency to use technology for the preparation of materials and to lead the development and management of various systems in support of project activities. Excellent oral and written communication skills to prepare and present regular reports to Head Office and the General Manager Fort William Historical Park.

**Judgement:**

Work is performed under the general direction of the General Manager and close working contact with Park management and staff to provide procurement expertise and project coordination. Guidelines are available within established government procurement and contract management policy and project management methods. Position is relied upon to plan and lead various projects within short timeframes and major requirements. Judgement is exercised in planning, co-ordinating and leading a variety of projects to meet Park needs within time and budgetary constraints; in determining the required resources and methods of project development, service delivery and support and in leading several concurrent projects including establishing observable performance indicators for projects, monitoring progress of projects to ensure budgets and time frames. Judgement is exercised in determining appropriate procurement strategies to meet the unique needs of the Park including the procurement of professional staff (e.g., architects, mechanical and electrical engineers) and specialized museum related exhibits while providing procurement expertise to management and staff to ensure a fair and equitable process. Judgement is exercised in interpreting and applying procurement policies to a range of unique and complex procurement project initiatives; in evaluating vendor submissions, determining vendor approval, reviewing service provider performance; managing contractual agreements for contract compliance and reviewing and recommending the approval for payment of all invoices for projects or services. Judgement is exercised in representing the Parks interests in contractual negotiations, ensuring issues are identified, negotiated and resolved. Judgement is exercised in providing technical direction and guidance to staff.

**Accountability - Programs:**

Accountable for providing project leadership of a variety of concurrent capital, procurement, and contracting projects for the restoration and rebuilding of various buildings, plant and property infrastructure and the acquisition of museum related exhibits resulting from water damage to Fort William Historical Park. Plans and coordinates the procurement of service providers supporting projects and the purchase of equipment. Represents the Parks interests in contractual negotiations with ORC, professional staff, contractors and trades people.

**Accountability - Personnel:**

Leads assigned project teams comprised of Park colleagues and service providers. Provide group leadership to administrative support staff.

**Accountability - Finance & Material:**

Develops, manages and controls a multi-million dollar project budget. Reviews and recommends the approval for payment of all invoices for projects or services.

**Accountability - Impact of Errors:**

Errors in project planning and leadership would seriously impact the restoration and rebuilding of various buildings resulting from water damage to the Fort William Historical Park and significantly disrupt the delivery of programs to the public, resulting in excessive project and operating costs and loss of revenue to the Park.

**Contact - Internal:**

Frequent contact with Park management and staff to provide procurement expertise and to lead assigned teams of Park colleagues in support of the restoration of building and roads for the Park; with Head Office to prepare and present status reports; with ORC managers to represent the Parks interests in all phases of projects.

**Contact - External:**

Frequent contact with service providers (e.g., architects, mechanical and electrical engineers) to procure services, conduct contractual negotiations, ensure issues are identified, negotiated and resolved, timelines are completed, work is monitored and final work meets preliminary plans and quality standards.

