
British Columbia Marine Conservation Analysis (BCMCA) Job Posting: Full-time Project Manager, 20 month term

- Title:** BCMCA Project Manager
- Organization:** British Columbia Marine Conservation Analysis (BCMCA), a project of Tides Canada Initiatives Society
- Term:** 20 months total; starting October 1, 2011; ending May 31, 2013.
- Salary:** \$75,000 annually, plus benefits (full-time employee of the BCMCA through Tides Canada Initiatives Society)
- How to Apply:** Send your Cover Letter and Resume to:
Attn: K. Bodtker, BCMCA Co-chair
1405 – 207 West Hasting Street, Vancouver, BC, V6B1H7
OR By email: kbodtker@livingoceans.org
OR By fax: 604-696-5045
- Closing date:** Sept 1, 2011

BCMCA Project Background

The British Columbia Marine Conservation Analysis (BCMCA) is a collaborative project designed to provide resource managers, scientists, decision-makers, and those with a vested interest in the marine environment with better information to have discussions and/or make decisions related to planning and management of Canada's Pacific waters. To date, the overall purpose of the BCMCA has been to identify areas of high conservation utility and areas important to human use. Phase 1 of the project (2007 to May 2011) has delivered two main products: (1) A comprehensive atlas that illustrates known biophysical values and human uses in Canada's Pacific Ocean (available online, on DVD, and in a hardcopy atlas containing a limited selection of the total pages); and (2) the results of spatial analyses that explore a range of "What if...?" scenarios designed to identify areas of high conservation value and areas important to six sectors of human use based on data collated for the atlas.

Collaborators on the Project Team include representatives of agencies and organizations from academia, environmental non-governmental organizations (ENGOS), the Canadian federal government, the British Columbia provincial government, and marine user groups. Representatives from various BC coastal First Nations organizations and from the West Coast Vancouver Island Aquatic Management Board also participate as observers on the Project Team. BCMCA products are intended to inform marine planning processes.

The next phase of the BCMCA (June 2011 - May 2013) will focus on providing support for BCMCA products developed to date. The overarching goal of this next phase is to

ensure that integrated marine management and marine spatial planning processes in British Columbia use, understand, and have access to the expert-driven and peer-reviewed BCMCA products.

Products can be found on the BCMCA website at www.bcmca.ca/data. The BCMCA has been and will continue to be a project of Tides Canada Initiatives Society (TCI, <http://tidescanada.org/>), and as such operates within the shared administrative platform offered by TCI.

Mandatory Qualifications (Applicants will be screened against these criteria)

- Combination of education and experience that meets these minimum requirements: Doctorate degree plus 2 years project management, Masters degree plus 3 years project management *or* Bachelor's degree plus 5 years project management;
- Education and/or experience should be related to marine science and/or conservation;
- Experience with project planning, administration, budgeting, financial management and contractor oversight;
- Experience working with a collaborative team, and consensus decision making;
- Experience working with marine resource sectors including government, industry and resource users, the scientific community, NGOs, First Nations and the public;
- Demonstrated knowledge of British Columbia's marine ecology, conservation planning and resource management; and
- Excellent spoken and written command of the English language.

Key Responsibilities

The Project Manager will work with, and is answerable to, the BCMCA Project Team, coordinated by two Project Team co-chairs. The Project Manager will:

- Manage BCMCA project resources to complete planned activities and deliver expected outputs;
- Draft, track and update the BCMCA workplan, including own day-to-day activities;
- Administer the project in association with Tides Canada Initiatives Society, following the practices and procedures specified by Tides Canada (supported by a Tides Canada Project Specialist and other Tides Canada staff);
- Report regularly to, and consult with, the Project Team and Project Team Co-chairs;
- Learn about the project in order to become a project champion and spokesperson to external parties.

Specific duties

Project Management duties:

- Initiate, plan, monitor/control and complete project activities to ensure project objectives are achieved on time and within the total approved budget;
- Develop and execute a detailed project management plan (schedule and milestones), based on an approved outcome hierarchy and activity list;
- Regularly assess schedule, workplan and budget; identify, consult with Project Team, and implement corrective actions as needed;
- Prepare monthly progress reports for the Project Team;
- Organize and chair regular Project Team meetings (bi-monthly conference calls, one in-person meeting annually);
- Work with Tides Canada Initiatives Society on financial administration of the project, including:
 - Track expenses against annual budget,
 - Develop contracts, approve invoices, ensure payment is made;
- Supervise numerous independent contracts;
- Ensure project compliance with all grant agreements;
- Maintain project documents and an online document sharing utility.

Other Duties:

- Plan and deliver oral presentations on BCMCA project and products;
- Develop outreach and communication strategies to ensure BCMCA products continue to meet the needs of ocean agencies;
- Oversee revision of BCMCA website, then maintain website;
- Manage regular communication about project designed for web audience (via online journal articles, newsletter or other means);
- Track and respond to inquiries about BCMCA, keep a record of such inquiries;
- Develop and maintain a record (database?) of additional or revised data products and analysis products needed and requested by users of BCMCA products;
- Regularly present this record of requests to the Project Team for prioritization;
- Ensure priority requests are fulfilled;
- Work with the project team to ensure long-term home for project products
- Build and maintain relationships with Project Team members, observers, and representatives of the marine user community to facilitate collaboration.

Skills and Knowledge Assets

- Familiarity with GIS and Canadian Pacific Coast spatial data;
- Formal Project Management training;
- Skills in facilitation, negotiation and mediation.

General Requirements



- Excellent organizational skills and ability to meet deadlines;
- Commitment to the BCMCA project goals and principles;
- Excellent oral presentation and report writing skills;
- Ability to adapt quickly and respond creatively to new information;
- Demonstrated active listening and clear communication skills;
- Demonstrated ability to take initiative and persevere;
- Good team player, flexible work style, and excellent interpersonal skills;
- Excellent attention to detail;
- Self-contained office with necessary office equipment, including computer with email and office software (e.g., MS Office), printer, etc.;
- Ability and willingness to travel, primarily within B.C., for meetings and presentations (approved travel expenses will be reimbursed).