

GENERAL MANAGER, PROJECT DELIVERY AND CORPORATE INITIATIVES

EXEMPT OR UNION: Exempt

DEPARTMENT: Project Delivery and Corporate Initiatives

SALARY LEVEL: Exempt Grid

DIVISION: TBA

LOCATION: Field Road

SUPERVISOR: Chief Administrative Officer

APPROVED BY: Chief Administrative Officer

UPDATED: June 2026

Replaces: New

Previous Version: New

SUMMARY: Reporting to the Chief Administrative Officer (CAO), the General Manager, Project Delivery and Corporate Initiatives oversees project delivery, asset management, and major organizational initiatives across the Sunshine Coast Regional District (SCRD). The position works across departments to improve coordination, consistency, and accountability in project planning and delivery. Working closely with the Senior Leadership Team, the role supports implementation of Board direction and organizational priorities through project oversight, cross-department coordination, and strong project management practices.

KEY RESPONSIBILITIES *include:*

1. Leads the coordination, intake, and prioritization of major corporate projects and initiatives across the organization, working with departments and corporate support services to align delivery with organizational priorities, risks, staffing capacity, financial considerations, and available resources.
2. Provides leadership and oversight for the planning, coordination, and delivery of major corporate projects and cross-department initiatives, ensuring projects are effectively managed within approved scope, timelines, budgets, and service expectations.
3. Provides leadership and direction to the Project Delivery and Asset Management functions, including performance management, staff development, workload planning, and support for management, professional, and technical staff.
4. Develops, implements, and continuously improves corporate project management practices, standards, reporting tools, and delivery processes to support consistency, accountability, and effective coordination across the organization.
5. Directs the Asset Management function, including long-range asset planning, lifecycle management, infrastructure risk and condition assessment, asset data management, and development of asset management strategies, policies, and plans to support sustainable service delivery and long-term organizational decision-making.
6. Supports coordination between asset management planning, infrastructure renewal priorities, capital planning, and project delivery activities across departments.
7. Works collaboratively with departments, the Senior Leadership Team, Finance, Procurement, Communications, and other corporate support services to identify project impacts, organizational pressures, operational considerations, and delivery requirements related to major projects and initiatives.
8. Oversees procurement processes, consultant selection, contract administration, and external service agreements related to assigned projects and operational areas, ensuring compliance

with SCRD policies, funding requirements, and applicable legislation.

9. Monitors divisional operating and capital budgets, including project expenditures, forecasting, funding allocations, financial reporting, and resource requirements related to Project Delivery and Asset Management functions.
10. Participates as a member of the Senior Leadership Team, contributing to organizational coordination, operational planning, corporate initiatives, and continuous improvement efforts across the organization.
11. Ensures assigned projects and operational areas comply with SCRD policies and bylaws, collective agreements, regulatory requirements, and organizational commitments related to First Nations consultation and engagement.
12. Prepares and presents reports, recommendations, and updates to the CAO, Board, and Committees on matters related to project delivery, asset management, and major corporate initiatives.

TYPICAL ACTIVITIES *include:*

1. Oversees the preparation and implementation of multi-year capital plans and annual work plans for all major corporate projects and initiatives.
2. Provides direction and guidance to the departmental staff to ensure ongoing compliance with directives, policies, legislative requirements, and that the SCRD's infrastructure remains sustainable and data-driven.
3. Collaborates with other General Managers to ensure operational requirements are integrated into the design and delivery of capital assets.
4. Identifies and manages corporate-level risks related to project delivery, including financial, environmental, and reputational risks.
5. Ensures the CAO and Board are briefed on the progress of high-profile projects and critical infrastructure initiatives.
6. Represents the SCRD in negotiations and partnerships with First Nations, member municipalities, and senior levels of government regarding integrated projects.
7. Generates and reviews high-level performance and productivity reports for the Project Delivery and Corporate Initiatives department.
8. Other related duties as assigned.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Completion of a bachelor's degree in Engineering, Business Administration, Public Administration, or a related field, with preference given to a master's degree in business administration (MBA), along with a Project Management Professional (PMP) certification.
- Current Professional Engineer (P.Eng) designation in good standing with Engineers and Geoscientists BC (EGBC), or eligibility for immediate registration with EGBC as a P.Eng is preferred.
- Minimum of ten (10) years of senior leadership experience in project delivery, infrastructure planning, or related public sector operations, preferably within local government, including experience leading multi-disciplinary teams, managing large-scale capital budgets, coordinating complex organizational initiatives, and working within a political and public-sector environment, including collaboration with First Nations, external agencies, and community stakeholders.
- A suitable combination of education and experience may also be considered.
- A valid Class 5 BC Driver's Licence.

OTHER SKILLS/KNOWLEDGE

- Exceptional critical thinking and strategic visioning skills with a focus on integrated organizational outcomes.
- Advanced knowledge of project management methodologies, asset management principles, and regulatory requirements in British Columbia.
- Demonstrated ability to function effectively within a Senior Leadership Team and navigate complex political environments.
- Superior oral and written communication skills, with a specific focus on executive-level report writing and public presentations.
- Strong interpersonal and negotiation skills, with a demonstrated ability to build mutually beneficial relationships with colleagues, First Nations, and community stakeholders.
- Demonstrated ability to effectively supervise employees and deal with a variety of employee issues through methods of coaching, mentoring, training, motivating and disciplining staff.