



## The Centre for the Palliative Care and Hospice

### Background

The Palliative Care Society of the Bow Valley (PCSBV) is a nonprofit organization which is at an exciting time in its evolution. Established as a charity in 2016, PCSBV set out with an audacious goal to build a stand-alone residential hospice to serve the Bow Valley community. While continuing to pursue this vision, the Society began to develop programs and services to support those on the palliative care journey and those facing grief and loss. Since commencement of programming in late 2021, PCSBV now has over 90 volunteers with approximately 60 actively supporting approximately 70 clients in the community at any one time.

In June 2023, permission by the Town of Canmore was granted for the rezoning of land, part of which has been identified by generous donors for development of the hospice. As a result of needs analysis conducted in the Bow Valley community in early 2023, this vision has now been expanded to a Centre for Palliative Care which includes an 8-bed residential hospice, respite care and PCSBV's growing programs and services.

The building will provide a home for our community programs connecting with the beautiful surroundings and nature of where we choose to live. Fully integrated with other providers in the Bow Valley, it will be the basis for an innovative palliative care model where clients and their families will be able to access support from the point of diagnosis of a life changing illness, living their life to the fullest possible and a choice of how they spend their final days.

The design and construction of the Hospice is led by a Building Committee that reports directly to the PCSBV Board.

The proposed site for the Hospice is in South Canmore, with final agreements on the land transfer currently underway.

Architects and engineers have been engaged. The current design is a 21,000 square foot one storey structure that will be a combination of steel and wood frame construction.

The Hospice project is set to begin in the summer of 2024 with substantial completion expected to be achieved by October 2026.

The Hospice will be delivered through a Construction Management (CM) agreement with a general contractor.

PCSBV is now seeking an Owner's Representative to assist with this important project. If you are passionate about PCSBV's work in the community and interested in working with a highly team-oriented organization of volunteers and staff, please submit a document providing the required application information together with your resume to [info@pcsbv.ca](mailto:info@pcsbv.ca) by May 10, 2024.

**JOB DESCRIPTION:**           **Owners Rep**  
**Status:**                       **Part Time moving to Full Time as Project progresses**  
**Term:**                         **Two Years**  
**Reports to:**                 **Chief Executive Officer (CEO)**

### **Role Description:**

The Owner's Representative is responsible for providing project management and transition focused leadership and support for the Palliative Care Society of the Bow Valley (PCSBV) new facility as well as associated initiatives, capital projects, and tasks.

The Owner's Rep reports to the CEO and works closely with the PCSBV Building Committee and, where appropriate PCSBV Board and staff and will, at all times, uphold the organizational values.

### **Responsibilities:**

- Manage the PCSBV building led procurement and transition activities including:
  - Continuing management and co-ordination of the Centre design development input and support to the project;
  - PCSBV led procurement activities at the new Centre including participation in tender review including evaluation of gifts in kind and donations;
  - Coordination between the Architecture, Engineering and Construction Management Teams during the design and construction process of the Centre including Furniture, and Fixtures;
  - Project management of the PCSBV physical move to the Centre upon completion;
- Manage the scope, schedule, cost, contracts and relationships between stakeholders of all assigned activities;
- Organize and support meetings and engagement between the PCSBV CEO, Building Committee and Design Team
- Review Construction Manager (CM) cash flow reports and progress draws;
- Review of Consultant submissions;
- Respond to Consultant queries and seek out response from PCSBV staff or leadership as required;
- Report on trends, variances, risks and issues to the CEO and Building Committee Chair;
- Plan and prepare project schedules and milestones while monitoring progress against established schedules;
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with CM, architects, consultants, clients, suppliers and subcontractors;
- Anticipate, assess and manage project risks during construction / project execution;

- Represent the PCSBV on matters both internal and external to the PCSBV;
- Interface with the Town of Canmore and utility providers for activities outside the CM scope;
- Manage and report on all environmental requirements;
- Support engagement with stakeholders in a professional manner consistent with the PCSBV values;
- Prepare project reports monthly for submission to the CEO, the PCSBV Building Committee and to the Board (if requested). These should include an update on schedule (based on Consultant and CM schedules) and relevant financial reporting (budget to actuals, forecast to completion etc.); and

If necessary, assist the CM and Consultant team in developing a schedule recover plan

## **Desired Qualifications:**

### **Education**

- A post-secondary degree in a relevant discipline, e.g. Engineering, Architecture, Business, or other as applicable) and/or Project Management Professional Designation.

### **Experience**

- Seven (7) to ten (10) years' experience in a variety of project roles, including managing, leading and coordinating complex major projects (construction preferred)
- Proven ability to manage cross functional projects with a variety of stakeholders within timelines and on budget.
- Professional experience and/or experience with construction projects and key business drivers.

## **Competencies:**

- Ability to effectively and efficiently strategize, plan and organize
- Skills and experience with typical project management tools, reporting, and processes including experience with project management software tools.
- Excellent interpersonal, communication and negotiation skills
  - Results oriented thinker, with the ability to influence and manage complex and confidential projects/issues with sensitivity and professionalism
  - Strong cost management, tracking and reporting skills including use of industry standard software programs
  - Strength in meeting deadlines and dealing with quick turnarounds
  - Ability to maintain confidentiality and professionalism
  - Strong team leader with the ability to influence the performance of others

## **REQUIRED APPLICATION INFORMATION**

1. Name of applicant:
2. Address of applicant:
3. Phone number:
4. Email:
5. Educational background (list institution and dates of completion)
6. Professional background (list companies, positions held and length of employment)
7. Professional certification (list names of certification and date received)
8. Professional skills applicable to this position (Maximum 5)
9. Personal Interests and Skills (Maximum 5)
10. Professional References (Name, Email Address, Position – 3 Required)