

## OVERVIEW

The Fundy Ocean Research Center for Energy (FORCE) is Canada's lead test centre for tidal energy technology. FORCE works with industry, government, and researchers to advance our understanding of tidal energy extraction and its effects.

FORCE has built and activated its entire onshore infrastructure, including a new transmission line, a substation and electrical equipment. FORCE is now preparing to install approximately 11 kilometres of submarine cable to connect tidal turbines to the provincial power grid. FORCE is also developing a high-flow monitoring platform to support its mandate of providing reliable data for turbine deployment and operation as well as environmental monitoring.

The new **Director of Operations & Facilities** will oversee FORCE activities, projects, and responsibilities, working in tandem with the Director of Marine Operations, under the direction of the Executive Director.

Please see job description for more details.

### Terms

This is a full-time, two-year contract anticipated to start in fall 2013. Compensation will be based on qualifications and experience.

**Location:** Nova Scotia (must be able to travel within province)

### Applications

FORCE will accept submissions until 4:00 pm, Monday, October 7. Please email your CV and letter of introduction in confidence to [matt.lumley@fundyforce.ca](mailto:matt.lumley@fundyforce.ca) with the subject header "Operations Director."

FORCE welcomes submissions from all interested parties; however, only those candidates selected for interview will be contacted. For more information about this opportunity please e-mail [matt.lumley@fundyforce.ca](mailto:matt.lumley@fundyforce.ca) or call 902-406-1166 x2.

## Job Description

### Purpose:

#### Under the general direction of the Executive Director

- Leads assigned operations and projects conducted by FORCE or by other parties within FORCE lease area.

- Provides technical management and leadership in the planning and implementation of projects including deployments, environmental monitoring and research projects.
- Works closely with the Director of Marine Operations to develop plans for projects, manages projects and operations, and reports on progress and outcomes.
- Works with members of the management team to develop business plans and budgets.
- Supports board and staff to deliver FORCE mandate.
- Manages FORCE's business processes and is responsible for the smooth functioning of its business operations.

### Scope:

- All assigned projects and operations at FORCE.
- The successful candidate will be the demonstrated ability to collaborate with a multi-disciplinary team; to engage external partners in government, academia, industry and communities; and to balance a wide spectrum of interests.

### Working relationships:

- Reports to the Executive Director.

### Work Performed

#### General:

- Operations:
  - Participates in the development of strategies, goals, objectives, policies and priorities for FORCE.
  - Develops short and long term action plans to successfully achieve the mandate of FORCE.
  - Collaborates with all levels of government and regulatory agencies, berth holders, academia and industry.
  - Contributes to the preparation and presentation of the operating and capital budgets.
  - Ensures compliance with policies regarding business practices and systems.
  - Collaborates with the Management Team to develop and implement plans for the operational infrastructure, processes, policies and personnel to meet the objectives of FORCE.
  - Provides oversight and guidance to head office and Visitor Centre staff to ensure effective day-to-day operation of facilities.
- Plan projects including:

- Developing a detailed project implementation plan and budget;
- In conjunction with project partners, developing requirements and design criteria;
- Developing a risk management plan for both financial and liability risks;
- Identifying opportunities to enhance or leverage the project.
- **Oversee projects including:**
  - Collaborating with project partners to establish detailed specifications;
  - Determining the basis for partnerships;
  - Negotiating with contractors;
  - Procuring services and equipment, using procedures established by FORCE;
  - Preparing and implementing a quality assurance plan;
  - Supervising the performance of contractors to ensure conformance to criteria;
  - Ensuring compliance with applicable laws, approvals, permits, and rights-of-way.
- **Plan and track budgets including**
  - Expenditure reporting as requested within FORCE and as required by funding agencies;
  - Providing accountability in anticipation of agency audits;
  - Identifying potential problems and mitigation strategies.
- **Provide management direction for all assigned operations including:**
  - Ensuring activities comply with Standard Operating Procedures;
  - Ensuring activities comply with health and safety regulations / work practices;
  - Co-ordination and communications as needed with technology; developers, researchers, fishers, and others who may be active in the FORCE lease area;
  - Maintaining technical and financial records, in accordance with project office procedures;
  - Serving as spokesperson, facilitator or participant in meetings and presentations to discuss projects or proposals;
  - Providing timely notice to other FORCE staff of any potential activities or conflicts related to operations;
  - Preparing reports as required.

### Qualifications

#### Education:

- Bachelor's Degree in Engineering or related field.

**The ideal candidate will have many of the following desirable characteristics:**

## Director of Operations & Facilities



- Eligibility for registration in the Association of Professional Engineers of Nova Scotia and/or project management designation.
- Five or more years of progressively responsible related experience in project management, including some supervisory experience, or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Experience in office and business management.
- Marine operations experience.
- Project/construction management in an ocean related field.
- Strong leadership, project management, and time management skills