



## External Job Posting

**Date:** January 31, 2012

We have an immediate career opportunity for...

**Position Title:** Senior Director

**Reference Number:** (C-220-046)

**Department:** Cost Consulting and Project Management

**Location:** Calgary, AB

**Primary Objective:** Reporting to the President and the Cost Senior Management Team for the Cost Consulting and Project Management Division of Altus Group Limited, the Senior Director will be responsible for providing a variety of cost consulting services to new and existing clients. As a senior management level position you will be responsible for the growth, profitability and sustainability of the Alberta Cost Consulting offices through leadership, new business development, client management and service delivery

**Date Position Available:** Immediate

### Key Responsibilities:

- Proactively manage staff providing mentorship and industry perspective
- Manage new and existing client relationships in growing revenue within the Alberta offices, through contract renewals, referrals and service expansion
- Manage all phases of costing around the construction development process
- Provide advisory services in residential, commercial, public, industrial and infrastructure sectors
- Negotiation of contract fees ensuring profitable outcomes for Business Unit.
- Deliver full development management services while managing key relationships with developers, planners, architects, engineers and contractors.
- Provide guidance to staff, manage contracts, conduct risk assessments in ensuring clients pre-construction needs are met
- Prepare and deliver client presentations on topics of relevant experience and knowledge and/or partner with other Altus teams to generate new business
- Lead and manage direct Sub-Committees
- Work with Senior Management team within Business Unit to develop strategies which promote Altus Cost Consulting & Altus Group Limited across Canada and Internationally developing key partnerships with industry
- Coach and mentor staff assisting them to achieve PQS, RICS designations

- Provide regular updates regarding the status of projects / initiatives, and where appropriate, highlight issues of concern, and/or conflict.
- Ensure client invoices are accurate and issued on a timely basis. Manage accounts receivables
- Contribute, as a member of the Senior Management team, to the creation and implementation of strategic and financial plans focused on the growth and development of the Business Unit.
- A solid knowledge of Alberta market & pricing knowledge including trends
- Assist in the production of the annual Alberta budget.
- Manage the operation within the approved budget.
- Foster and promote a team and service-based culture which reflects the vision and values of Altus Group Limited.
- Ensure the development of priority plans including risk mitigation, performance measurements, management controls and critical success factors.
- Ensure high levels of employee satisfaction within the team and address issues expeditiously as well as implement action plans.

#### **Regular Work Hours:**

- As per client and corporate requirements – flexibility required with significant time investment during periods of heavy demand.
- Overnight travel as required by project or management role
- Attend management, marketing and professional development events as required

#### **Technical & Behavioural Competencies:**

- Excellent communications skills – verbal and written
- In depth knowledge in all aspects of cost consulting, including project monitoring, cost planning and other cross-over services.
- Ensure client invoices are accurate and issued on a timely basis. Manage accounts receivables
- Skilled at delegating work which develops team members' capabilities.
- Self-motivated with a high degree of integrity, honesty and ethics.
- Client focused with a proven ability to build and maintain business relationships.
- Focused on delivering high levels of quality with respect to work and service to clients (internal and external).
- Ability to multi-task and meet tight deadlines.
- Strong organizational skills
- CIQS standard method of measurement – elemental/trade
- Detailed understanding of the Provincial Lien Act
- Detailed understanding of Standard contract conditions – CCDC
- Detailed understanding of Bonding and Insurance issues
- Multi-dimensional understanding of the real estate and advisory industry

#### **Education/Professional Development/Work Experience Requirements:**

- Member of RICS and/or CIQS (MRICS or PQS Designations)
- 8-10 years experience in Cost Planning / Developer Services
- LEED AP (an asset)
- MS Projects (an asset)

**Number Of Positions Available: 1**

**Interested? Know Someone?**

Enthusiastic individuals interested in applying for this position are encouraged to submit their resume and cover letter to [recruitment@altusgroup.com](mailto:recruitment@altusgroup.com) quoting reference number C-220-046 by February 17, 2012.