



**DHR**  
GLOBAL

# Position Specification

Assistant Vice President, Health & Accommodation  
British Columbia



**Infrastructure BC**



## Company Description

With offices in Vancouver and Victoria, Infrastructure BC is wholly owned by the Province of British Columbia. Infrastructure BC supports the public sector by providing leadership in the procurement of complex capital horizontal and vertical projects. Operating since 2002, working with owners, Infrastructure BC has led 78 completed project procurements throughout Canada with a value of \$28 billion. Their mandate is to successfully plan, structure and deliver complex infrastructure project procurements in a variety of sectors, to facilitate the development of infrastructure projects, to advise governments on infrastructure projects, and to evaluate the value and benefits for taxpayers. The infrastructure projects that Infrastructure BC supports improve residents' day-to-day lives, contribute to local job creation, and support a strong and sustainable economy.

Infrastructure BC is British Columbia's provincial center of expertise supporting public infrastructure projects' planning, procurement and implementation. Infrastructure BC acts as an interface between public sector entities and private sector companies in the procurement and delivery of complex capital projects. Infrastructure BC's services include:

- Project planning
- Concept plan and business case development
- Procurement advice and management
- Design and construction advisory
- Contract management and administration
- Project communications support

In the past, Infrastructure BC has predominantly focused on the planning and procurement of major capital projects and has a successful track record of doing so. Infrastructure BC is now in the process of expanding the services it offers to owners to include a greater focus on managing design and construction contracts.

In Budget 2024, the Government of British Columbia committed a record-level \$43 billion in capital funding for schools, post-secondary facilities, housing, health-care facilities, roads, and other infrastructure over the next three years. Infrastructure is a large part of the BC Government's plan to keep BC moving ahead – building schools, hospitals, highways, and more affordable housing that the growing province needs.

Infrastructure BC has relationships with clients in BC including the Ministries of Transportation and Transit, Health, Citizens' Services, Public Safety and Solicitor General, Education, Tourism, Arts, Culture and Sport, and Post Secondary Future Skills, along with the provincial health authorities, school districts, and several BC Crown Corporations. While the focus of Infrastructure BC is British Columbia (government) based work, when resources allow for it, Infrastructure BC also offers services to clients outside of the provincial government, including local governments, other provinces, territories, and the federal government. In support of the provincial government's priority to incorporate community benefits into major infrastructure projects, Infrastructure BC is working with owners on projects to incorporate this approach.

To learn more, visit <https://www.infrastructurebc.com/>



## Future Outlook for Infrastructure BC

The outlook for complex capital projects in BC remains strong. There is potential for a significant project flow in the coming years with the federal government's continuing and new infrastructure funding programs. This creates increased demand for Infrastructure BC's services, and with that demand comes the need for qualified resources.

Infrastructure BC has added eighteen new project staff in junior and senior roles in the past year. Building on Infrastructure BC's experience in planning and procuring major capital projects, Infrastructure BC will continue to expand its design and construction services on projects the Province assigns for oversight. Infrastructure BC is currently assisting owners during the design and construction phase of the following: Island Health's Cowichan District Hospital Replacement, Northern Health Authority's Dawson Creek and District Hospital Redevelopment and Stuart Lake Hospital Redevelopment, the Ministry of Tourism, Arts, Culture, and Sport's Royal BC Museum Provincial Archives, Research and Collections Building Project, and the Ministry of Transportation and Transit Highway 1 and 5 projects. For more information regarding the future direction of Infrastructure BC, please refer to the organization's most recently published Service Plan: [Infrastructure BC 2024/25 - 2026/27 Service Plan](#)



## Corporate Culture

The corporate culture of Infrastructure BC is integral to its continued success. While all staff play an important role in maintaining a strong, positive culture, the management team is ultimately accountable for developing teams that support Infrastructure BC's Mission, Vision, and Values.

## Role

The Assistant Vice President provides leadership and oversight on complex infrastructure projects for their assigned portfolio (health & accommodation). This role is critical for ensuring project deliverables are on time, within budget and to Infrastructure BC standards, by guiding project staff, making key decisions, and supporting resourcing and talent management strategies. Key responsibilities include overseeing business cases, supporting procurement processes, and driving strategic projects to contract execution. Additionally, the Assistant Vice President plays a vital role in decision-making regarding staff engagement, stakeholder relations, and alignment with Infrastructure BC's strategic and corporate initiatives. This role involves being accountable for their specific project portfolio and working closely with leadership to achieve organizational goals.



## Team

The Assistant Vice President is responsible for representation on their project portfolio through oversight of projects, ensuring project commitments and clients' needs are being met through assigned project teams. This role will directly support the career development and performance of team members assigned to them through the Manager Operating Model as well as indirectly for team members assigned to their portfolio projects. Collaboration with peers and the Vice President, Planning & Procurement, will be necessary to ensure employee career development and resource planning is effective and strategic. Upon the commencement of engagements, the Assistant Vice-President will provide oversight, expertise, and advice to Project Directors and indirectly, Senior Associates who are assigned to their portfolios. The Assistant Vice President is responsible for building and maintaining close relationships with clients, colleagues, contractors, and government stakeholders as required for successful portfolio management.

The Assistant Vice President reports to a Vice President and collaborates closely with other Assistant Vice Presidents.

## Responsibilities

### Staff Development

- Provide leadership and guidance to project staff:
  - Lead, coach, develop, and support project teams to achieve deliverables and meet expectations.
  - Regular presence is required in the office with scheduled trips to the Vancouver or Victoria office (as applicable).
  - Work with the Assistant Vice President team and the Vice President, Planning & Procurement, to effectively resource project teams.
  - Identify needs and opportunities on projects.
  - Proactively provide frequent and timely feedback to staff.
  - Conduct regularly scheduled check-in meetings with project staff to discuss performance and workloads and identify training and learning needs.
    - If performance issues are identified, work with Human Resources to develop and implement appropriate corrective actions.
  - Conduct ad hoc meetings (i.e., check-ins over coffee, in-person recognition, impromptu hallway conversations) with project staff to support employee engagement and wellbeing.
- Lead the annual performance review process.
- Provide input to support employee development strategies and assess performance.
  - Meet with staff to deliver assessment outcomes.
- Support Human Resources in recruiting exercises (e.g., feedback on applications, interviews).
- Support the corporate management team to develop a succession plan for Project Directors and Senior Associates.
- Responsible for the orientation, integration, and training of new staff.

### Project Management

- Oversee the development and execution of business cases, procurement processes, negotiations, and implementation:
- Oversee business case development.
- Secure approvals from clients, government, and Infrastructure BC Board of Directors.
- Oversee project teams, including review of work plans, project schedules, and budgets towards the achievement of project objectives, milestones, and deliverables.
- Support clients in managing their staff and contractors to meet shared deliverables (e.g., business cases, development of procurement documents and agreements).
- Accountable for quality assurance of project team deliverables.



- Review all project documents in detail before each peer review meeting and provide feedback to the project team to be incorporated into the documents in advance of the peer review meetings.
  - Attend all peer reviews for documents created within the sector/portfolio.
  - Final review of all documents being issued to clients (unless there is delegated authority to the Project Director).
- Contribute to the development of customized procurement strategies to address procurement challenges, such as maximizing competition.
- Oversee the evaluation of proponent submissions during procurement; manage negotiations as required.
  - Sit on evaluation or other committees for Request For Qualifications and Request For Proposals evaluation processes.
- Perform due diligence advisory role on procurements where not involved at the project level.

#### Business Development

- Support Vice Presidents in developing and acquiring new clients and projects, including:
  - Identify and develop new and existing opportunities within various sectors.
  - Implementation of sector or portfolio-based business development activities.
  - Coach and support Project Directors and Senior Associates in the development and execution of business development activities.
  - Active business development of current client opportunities.
  - Secure new engagements, both in and out of the entity.

#### Client and Stakeholder Relations

- Lead role in building and maintaining strong, long-term senior relationships with clients to ensure a high level of client satisfaction, create repeat business, and strengthen the Infrastructure BC brand.
- Develop strong relationships with stakeholders.
- Monitor and proactively respond to client and stakeholder needs.
- Implement effective communication strategies for stakeholders.
- Lead presentations to clients, stakeholders, Infrastructure BC Board of Directors, and the market.

#### Corporate Initiatives

- Utilize lessons learned from project work to lead the development and documentation of new methodologies, guidance papers, and approaches.
- Participate in corporate decision-making and implementation of business development, stakeholder relations, and resourcing strategies.
- Maintain a consistent physical presence in the office with regular visits to secondary office to support a high level of staff engagement.
- Participation in all management and staff meetings, educational workshops, and other corporate training programs.

#### Financial Responsibility

- Participation in the development, implementation, and ongoing management of revenue-tracking processes and business development initiatives.
- Achieve 50% billable utilization target for project portfolio.
- Oversight of project engagements, including review of engagement budgets and budget management.



## Desired Candidate Abilities, Background and Experience

Given the role this individual will play in Infrastructure BC's continued growth and success, it is essential that the successful candidate possess the following education, experience, and personal characteristics:

### Education

- Post-secondary education in a relevant discipline.
- An MBA would be considered an asset.

### Experience

- At a senior project management level, a minimum of 10 years relevant experience in the planning, procurement, and implementation phases of large, complex infrastructure projects.
- Proven experience leading large, multi-disciplinary teams.
- Experience leading infrastructure procurement processes for health and accommodation projects.
- Demonstrated senior client relationship management experience.
- Experience in a public sector environment would be beneficial.
- Ability to lead, coach, and mentor talent to ensure they are successful in their roles.
- Superior communication skills, with the ability to communicate with all levels.
- Ability to influence stakeholders at a senior level.
- Exemplary writing skills as there is a tremendous amount of written communication, including reports, board presentations, and contracts.
- Boardroom-level communication and presentation skills; proven ability to conceptualize information and provide clear, informed advice to executives, clients, business partners, and other stakeholders.
- Flexibility to apply existing experiences and knowledge in new ways; offer a creative approach to problem-solving within existing policy frameworks.
- Strong analytical skills to manage the development of complex procurement documents, business cases, and other critical project documents.
- Proven negotiation skills to obtain client approvals and finalize complex deals, with an ability to solve problems and find win-win solutions.

### Personal Attributes

- Thrives in an entrepreneurial, fast-paced, and complex environment.
- Results-oriented. Quick learner, self-starter, and exudes a "can do" attitude.
- Good understanding of team dynamics and cohesion.
- Has leadership presence.
- Does not shy away from difficult conversations, whether with clients or staff.
- Collaborative approach to problem-solving.
- Demonstrates good judgment and proactive planning on most issues.
- Empathetic and caring.

## Compensation Range

The compensation range is: \$162,600 – 243,700

*Applications must be received by December 6, 2024. All applications are to be made to the contacts below:*

### Contact Information

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