



**Position Title:** Division Manager, Parks West Area

**Position Status:** Full-Time Regular

**Department:** Parks & Environment

**Employee Group:** Exempt

**Location:** Parks West

**Our Parks & Environment Department is seeking a Division Manager, Parks West Area to join the team charged with conserving natural areas and connecting people to Metro Vancouver's Regional Park and Greenways system.**

**You are: Passionate about Parks. You embrace a systems thinking approach in your work and thrive as a part of a team.**

**The Division Manager, Parks West Area reports to the Director, Regional Parks and falls within our Management / Leadership, Level 4B job family.**

#### **This role:**

- Leads a multidisciplinary team to manage and deliver regional parks services for Parks West Area. Provides leadership to various functions including park operations, maintenance, construction, visitor services, Community development, interpretation services, resource management, planning, and public consultation.
- Accountable for the Parks West Area budget preparation, reporting and resource allocations. Monitors and controls spending ensuring the effective and efficient expenditure of allocated funds. Authorizes projects and expenditures and leads staff in preparing and tracking the annual work plan. Provides year-end forecasts, identifies and justifies long-term capital and operating requirements.
- Coordinates, integrates and delivers approved programs, services and projects based on sound park management practices and standards. Ensures consistency with departmental and corporate objectives, policies and procedures.
- Performs outreach and fosters strong working relationships with community groups, First Nations, municipalities, government agencies, and others. Leads the development of sustainable citizen associations and facilitates community interests and projects. Seeks partnerships to advance interests and works with staff to resolve governance, tenure and legal requirements for agreements.
- Leads policy analysis, political processes and public relations for complex and sometimes controversial internal and external proposals such as decommissioning popular facilities, habitat enhancements or other land use conversions. Oversees the development and review of Park Management Plans.

- Prepares a variety of written material including reports and letters and makes recommendations to the Director, Regional Parks, General Manager, Metro Vancouver committees and board regarding policies, projects, plans and priorities.
- Responsible for supervising, directing and motivating staff and monitors performance towards division, department and corporate objectives; ensures staff adhere to corporate workplace policies.
- Leads, coaches, mentors and develops staff recognizing the importance of leadership, supervisory and technical training; develops and sustains a flexible workforce encouraging staff to pursue opportunities that complement their skills and experience. Resolves technical, operational or relational issues staff encounter while doing their work; monitors work assignments ensuring they are adequately staffed and funded.
- Ensures sound safety and emergency management procedures are implemented and periodically reviewed. Mitigates risks related to public safety, corporate liability, regulatory compliance, property and resource protection.
- Participates and collaborates as an active member of the Parks Management Group. Contributes to strategic initiatives and works collaboratively to establish operating and capital budgets and long range plans. Provides input to develop and implement policies and procedures and establish priorities. Contributes to implementing plans for realizing long-term strategies for the parks function.
- Collaborates with Parks Division Managers to identify and achieve departmental goals and standards, optimize the use of resources and share knowledge. Represents Regional Parks at various public events, on committees and in interactions with various stakeholders such as member municipalities, the provincial government and the media as required.
- Performs other related duties as required.

**To be successful, you have:**

- 7 years of recent, related experience supplemented by a university degree in park or recreation management, planning, resource management, public administration or other relevant discipline and considerable supervisory and leadership work experience; or an equivalent combination of training and experience.
- Considerable technical and practical knowledge related to managing and delivering diverse regional parks services such as park operations and maintenance, visitor services, interpretation services, resource management, planning, and public consultation. Demonstrated ability to lead a multidisciplinary team.
- Sound knowledge of Metro Vancouver's regional park services, programs, regulations associated with regional parks planning, development, resource management, and land acquisition, budgets and financial management.
- Excellent written and oral communication skills including well developed report writing and public presentation skills; ability to communicate complex information and implications to diverse audiences.
- Demonstrated ability to build and maintain effective working relationships. Skill in dealing openly, tactfully and sensitively in a variety of situations and responds effectively to emotional triggers in self and others.
- Proven ability to use good judgment, tact and diplomacy to resolve complex problems with diverse implications. Demonstrated ability to develop, amend and implement parks policy.
- Innovative thinker with the ability to influence and persuade others and build trust and common understanding required to implement change, address problems and improve efficiencies; considers the long-term implications of decisions and actions. Proven ability to work cooperatively with others and skilled in resolving disagreements and preventing the escalation of conflict.
- Ability to manage a diverse and complex portfolio of work while establishing ambitious and challenging goals; demonstrates persistence in overcoming obstacles.

- Demonstrated ability to supervise, coach and guide others while enhancing individual and team effectiveness. Ability to mentor and foster the development of direct reports.
- Proficiency using Microsoft Office programs including Word, Excel, Powerpoint, and Outlook.
- Valid BC Class 5 Driver's License.

**Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

*Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by June 23, 2020.*