JOB POSTING

File #: Non-Un #12-008

Employee Group: Corporate

Vacant Position: Director, Facilities Management

Status: Full Time

Posting Period: May 11th – May 18th, 2012

Please direct inquiries to:
Barbara McCulloch, Recruitment & Staffing Consultant, (613) 548-7222 x 2037

Apply in writing quoting file Non-Un #12-008 in subject line to:
work@providencecare.ca
or send fax to: (613) 544-6036

Applications submitted by email to work@providencecare.ca will receive an automatic notice of receipt.

All applicants are required to include an up-to-date resume outlining how their qualifications match position requirements.

All new hires to Providence Care must complete the Criminal Information Request/Vulnerable Sector Screen through your local Police Station. The cost is the responsibility of the applicant and this Criminal Information Request/Vulnerable Sector Screen must be successfully completed prior to the commencement of employment with Providence Care. Please note that this process may take a few days up to a few months to complete.

Job Summary:
Reporting to the Vice President of Operations & Chief Financial Officer, the Director, Facilities Management will provide tactical leadership for the efficient and effective performance of the physical plant and its related operations and services including security and emergency preparedness. The Director will have a specific focus on the Providence Care hospital operations and the housekeeping and maintenance services for Providence Manor. The Director will inform the strategic planning for the physical facilities and will work collaboratively with the Joint Planning Office in the planning and coordination of the work in which they are engaged at Providence Care.

Qualifications:
- Degree in Engineering required
- Degree in Business Administration, an asset
- Minimum ten years of progressive management experience in one or more of the areas within the portfolio, preferably in a hospital setting with complex physical plant systems
- Equivalent experience in the construction industry may be considered
- Experience working in a complex, dynamic, high demand work environment
- Demonstrated effective business acumen and experience with and understanding of strategic and business planning methods, tools and processes in providing efficient plant operations and its associated services
- Demonstrated project management experience including effectiveness with concurrently organizing, planning and coordinating several operational initiatives with multiple project activities
- Demonstrated effectiveness in budget management and accountability
- Demonstrated excellence in interpersonal, written and verbal communication skills including ability to demonstrate tact and diplomacy with varied groups of stakeholders
- Demonstrated effective presentation skills including the ability to present and discuss complex information in a way that establishes rapport, persuades others and gains understanding
- Demonstrated ability to lead and influence a diverse team in the context of major change, toward a vision while maintaining group cohesiveness, motivation, commitment and providing ongoing excellent service
- Demonstrated ability to establish courses of action for self and others to achieve optimal outcomes/results
- Demonstrated effectiveness in identifying and analyzing situations and problems and finding viable solutions with consideration to total systems and strategies
- Demonstrated effectiveness promoting compliance with professional and ethical practices, accreditation standards, and applicable legislation
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation
- Demonstrated client-centred attitude and commitment to the Mission, Vision, Values and goals of the department and of Providence Care.