



Project Manager

Project Management Office
Full-Time Indeterminate Position

About Us

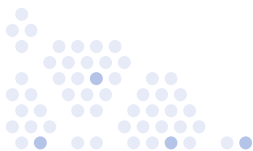
SNOLAB is an international facility for world-class underground physics research and has an expanding program in astroparticle physics and underground science. Located in an air-conditioned clean room campus 2 km underground in the Vale Creighton Mine near Sudbury Ontario, with a suite of surface facilities and laboratories, SNOLAB is currently preparing for the next generation of experiments focusing on neutrino studies and the search for galactic dark matter.

The Position

The Project Manager will provide technical project management and project leadership for the effective implementation of SNOLAB projects (both external experiments and internal projects). The Project Manager has overall responsibility for SNOLAB assigned projects ensuring projects are completed on time, on budget, safely, within the defined scope and quality parameters all while ensuring SNOLAB standards, policies and procedures are followed. The Project Manager plans, schedules and budgets for resources and controls the integration of all applicable work packages within the project efficiently and effectively.

Successful Project Managers at SNOLAB will require to:

- Deep understanding and proficient use of professional project management processes, tools, and documents in order to create, maintain and manage risks to project plans, budgets and resource-loaded schedules, equipment and people.
- Demonstrate efficient and effective communication skills both oral and written. Project managers are involved in large complex scientific projects and must communicate to a large diverse team which can include local and international scientists and various other stakeholders.
- Knowledge and experience in technical and construction project management with an understanding of engineering and technical design, estimating, project procurement, contractor management, and contract administration.
- Ability to analyze and effectively report on project status using critical path analysis.
- Understanding and experience in earned value management is considered an asset.



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- Expertise in leading and/or assisting in the development of feasibility analysis, cost estimates, and supporting the preparation of funding proposals.

The position also includes, but is not limited to the following responsibilities:

- Provide leadership for assigned projects.
- Supervise assigned team members within a cross-functional matrix environment as well as external vendors, consultants, and contractors.
- Manage, facilitate and attend regular meetings with key project stakeholders to establish and monitor work schedules, resolves project related issues and advance progress.
- Responsible for estimating, managing project procurements, defining budgets, approving expenditures, and reporting on financial status.
- Ensure all projects incorporate safety, health, environmental and corporate risk, and quality elements for the design, planning, implementation, and operations of all components associated with the project.
- Ensure equipment and installations meet scientific specifications, quality standards, best practices, and all applicable codes and regulations.
- National and international travel as required.

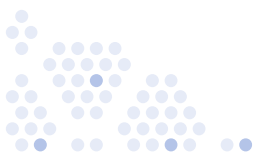
Criteria

Education:

- A relevant degree from a post-secondary institution (i.e. B.S., B. Eng.), or relevant advanced technology diploma.
- Five (5) years or more of relevant work experience.
- Certified as a Professional Engineer of Ontario is a considerable asset.
- Project Management Professional accreditation is an asset.

Experience:

- Experience as a project manager demonstrating the ability to plan and deliver projects.
- Demonstrated experience in leading multidisciplinary project teams.
- Experience with large science and/or international projects considered an asset.
- Field experience in managing the execution and construction of projects is a considerable asset.



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Salary Range

Salary will be determined by qualifications and experience and includes an attractive benefits package. Relocation assistance will be determined in accordance with SNOLAB policies.

To Apply

All applications must be submitted to jobs@snolab.ca. **Please do not fax or mail your applications.** By applying to the e-mail address, your application becomes available to managers immediately. Interested candidates should include a cover letter and resume.

Closing Date

The posting will remain open until the position is filled but the review of applications will commence on June 7, 2021. SNOLAB thanks all applicants for their interest, however, only those candidates considered for an interview will be contacted.

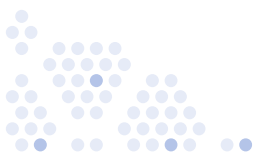
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SNOLAB is committed to equity in employment and encourages applications from all qualified applicants, including women, Indigenous persons, members of visible minorities and persons with disabilities. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

SNOLAB will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs.

Further information about SNOLAB may be found at www.snolab.ca

Posting Date: **June 4, 2021**



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