

Portfolio Advisor

The Facilities Management Branch at the Ministry of the Attorney General seeks your client-focused skills to deliver effective portfolio project implementation and program support in the areas of property management and facilities advisory services for the Ministry and its associated agencies, for small to medium leasehold improvement and accommodation projects.

What can I expect to do in this role?

Working in a large, high-profile ministry, you will:

- initiate and plan project implementation and completion
- work closely with service providers and oversee work progress and completion for property and project services
- work in a team environment which includes architectural, financial, leasing and communications to ensure quality facilities accommodation services and project delivery to Ministry clients
- provide oversight support for projects in collaboration with Ministry clients, stakeholders and service providers
- provide service and contract management and support; consult and resolve contract issues concerning design, budgets, scheduling and quality of work
- provide oversight and coordination of Branch resources and the service provider/consultants with respect to project delivery
- assist clients in identifying furniture requirements
- coordinate ordering and delivery of furniture through vendor of record
- provide assistance in drafting briefing notes, reports and estimates on projects
- participate in the Ministry's annual infrastructure planning process

Location(s): Ottawa, Toronto

How do I qualify?

Technical Knowledge

You have knowledge of:

- facility planning, design and construction
- property management protocols, stages of project planning, design, construction, move accommodations and occupancy/close-out
- project procurement protocols with respect to retaining consultants, contractors and vendors of record
- all aspects of real property and accommodations directives, policies, procedures, standards and guidelines (e.g. space utilization and management, ergonomics, barrier-free design, fire and building codes, physical security, telecommunications installations and furniture acquisition)
- enterprise infrastructure strategy (e.g. accessibility, Indigenous/diversity, health and safety, sustainability and greening, workplace strategy, and continuity of operations)
- lease arrangements to provide support and coordination to ensure leasing documents and associated information are correct, provide recommendations regarding the resolution of leasing issues and participate in lease inspections and renewals
- developing and maintaining timelines and project schedules

Project Management and Organizational Skills

- You can coordinate a variety of concurrent projects, respond to conflicting priorities and manage service provider projects.
- You can adapt to changing priorities and work in a team environment.
- You have the ability to monitor project budget, scope and schedule to maintain delivery goals.

Communication, Interpersonal, and Collaboration Skills

You can:

- understand client needs and deal tactfully with service providers
 - manage stakeholder requirements and resolve conflicts
 - provide advice, resolve conflicts and respond with viable solutions
 - prepare a variety of reports and correspondence
 - work collaboratively in a team environment and contribute to successful outcomes
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Research and Analytical Skills

- You can gather, analyze and synthesize information/data, draw conclusions and make recommendations.
- You have the ability to identify issues and provide options.

Financial Knowledge

- You can prepare and maintain project budgets, monitor expenditures, review/verify invoices and prepare financial reports.

PLEASE NOTE:

- The successful candidate for the temporary position will have the opportunity to work from 720 Bay Street, Toronto or 343 Preston Street, Ottawa. Please include your location preference in your application.
- The permanent position is only located in Toronto.
- The duties of the job will require the successful candidates to occasionally travel within the region/throughout the province to perform the duties of the position.

OPS Commitment to diversity, inclusion, accessibility, and anti-racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](https://www.ontario.ca/page/ontario-public-service-anti-racism-policy) < <https://www.ontario.ca/page/ontario-public-service-anti-racism-policy> > and the [OPS Diversity and Inclusion Blueprint](https://www.ontario.ca/page/ops-inclusion-diversity-blueprint) < <https://www.ontario.ca/page/ops-inclusion-diversity-blueprint> > pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](http://www.ohrc.on.ca/en/ontario-human-rights-code) < <http://www.ohrc.on.ca/en/ontario-human-rights-code> >. Refer to the application instructions below if you require a disability-related accommodation.

Salary: \$65,174 - \$91,119 Per Year

Additional Information:

- 1 Permanent, 720 Bay St, Toronto, Toronto Region, Criminal Record Check
- 1 Temporary, duration up to 12 months, 720 Bay St, Toronto, Toronto Region or 343 Preston St, Ottawa, East Region, Criminal Record Check

Note:

- In accordance with the Ontario Public Service (OPS), Employment Screening Checks Policy (ESCP), the top candidate(s) may be required to undergo a security screening check. Refer to the above to determine the screening checks that are required for this position.

Required security screening checks along with your written consent, will be sent to the Transition and Security Office (TSO), Talent Acquisition Branch (TAB), HR Service Delivery Division (HRSDD) to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional employment screening checks that were not obtained directly by you.

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The employment screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's employment screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Employment screening check records will be maintained by the TSO and kept strictly confidential.

- Effective October 1, 2021, the OPS COVID-19 Safe Workplace Directive requires all Ontario Public Service employees to provide proof they are fully vaccinated, meaning they are fully
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vaccinated as defined by the Ministry of Health (refer to: [COVID-19 Fully Vaccinated Status in Ontario](https://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/vaccine/COVID-19_fully_vaccinated_status_ontario.pdf)) (https://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/vaccine/COVID-19_fully_vaccinated_status_ontario.pdf), including 14 calendar days have passed since receiving their final dose of the COVID-19 vaccine.

Employees who do not provide proof of full vaccination will be deemed 'not vaccinated' under the Directive and will be required to attend a vaccine education program and undergo regular rapid antigen testing. Employees who are not vaccinated under the policy with a valid medical exemption will not be required to attend a vaccine education program but must undergo regular rapid antigen testing.

- The information that you provide for the purpose of this competition and the results from this competition may be used to fill other positions. These positions may be of various tenures including short-term assignments. Your information and the results from this competition will be retained for the purpose of filling vacancies in accordance with the applicable collective agreement or policy provisions.

Please apply online, only, at www.ontario.ca/careers, quoting **Job ID 174306**, by **Monday, January 31, 2022**. Please follow the instructions to submit your application. Faxes are not being accepted at this time.

If you require accommodation in order to participate in the recruitment process, please contact us at www.gojobs.gov.on.ca/ContactUs.aspx to provide your contact information. Recruitment Services staff will contact you within 48 hours. Only those applicants selected for an interview will be contacted.

The Ontario Public Service is an inclusive employer. Accommodation will be provided in accordance with Ontario's *Human Rights Code*.

www.ontario.ca/careers
