



PLAINES
D'ABRAHAM
PLAINS OF
ABRAHAM



CAREER OPPORTUNITY

The National Battlefields Commission (NBC) is an agency of the Canadian government. Since 1908, it has worked to preserve and develop the Battlefields Park, a choice location that brings people together in Quebec City. It notably includes the Plains of Abraham and Des Braves Park. As guardians of a historic urban park with a unique and rich heritage, NBC staff are striving to make it welcoming, inspiring, and inclusive.

The NBC wishes to fill a position in its Department of Operations and Sustainable Development. Do you have a special knack for team management? Are you thorough in getting the best out of people? Do you have a positive influence on others while adapting quickly to changes? If so, this job is meant for you!

CHIEF OPERATIONS COORDINATOR

Under the authority of the Department of Operations and Sustainable Development, the Chief Operations Coordinator has the mission of planning, organizing, and coordinating the work of the teams under his/her responsibility and ensuring the smooth running of operations when events are held on NBC territory. Candidates will have to show a solid combination of skills and aptitudes.

MAIN ACTIVITIES:

- Planning, organizing, and coordinating the work of teams for maintenance, horticulture, and arboriculture
- Exercising leadership with the work teams and supervising daily activities to make sure everything goes as planned
- Being actively present among the employees and encouraging them to get involved
- Assisting the Assistant Director of the department in supervising different projects/events
- Ensuring full compliance with health and safety policies
- Looking constantly for improvements to optimize output and productivity
- Developing short- and medium-term operational plans
- Ensuring the smooth operation of operational systems and processes
- Working with different departments to help them communicate their needs to each other.

QUALIFICATIONS:

- A graduate from a recognized postsecondary institution in a field that relates to the job duties, or an acceptable combination of education, training, and experience
- Extensive management experience
- Good knowledge of the various areas of construction work (carpentry, electrical and plumbing, painting, mechanical)
- Knowledge in landscaping, horticulture, and arboriculture
- Strong skills in interpersonal relations, leadership, and agile performance management
- Action-oriented, organizational skills, and good ability to manage stress and priorities
- Ability to manage projects concurrently
- Skills in constructive resolution of differences and in maintaining a positive work environment
- Vision of how to ensure workplace health and safety
- Availability and flexibility at all times of the work schedule
- Computer skills and proficiency in MS Office Suite
- Experience in event management (a definite asset)
- Well-developed team spirit
- Positive and communicative attitude

CONDITIONS OF EMPLOYMENT:

- Permanent position, 40 hours a week
- Monday to Friday schedule
- Pay scale from \$77,158 to \$83,878 a year
- Health and dental insurance plans and pension fund
- Vacation
- Free parking
- Start as soon as possible.

HOW TO APPLY:

Email your career résumé with a cover letter to: rh@ccbn-nbc.gc.ca. Please state the job title in the subject line of your email message. You have until September 13, 2024 to submit your application. Only those applicants we select will be contacted for an interview.

www.ccbn-nbc.gc.ca

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate on your application if you belong to one of the groups designated by the Employment Equity Act: Indigenous persons, members of a visible minority, persons with disabilities, or women.