Manager, Asset Management and Logistics

Directorate: Property and Services
Classification: MMG-01 – Eligible for bonus
Job Type: Indeterminate (Permanent), Full-time
Location: Gatineau, Qc
Posting date: To be advertised for 3 weeks externally

About the Senate

The Senate plays a unique role in shaping our country's democracy. As members of the upper house of Parliament, senators examine legislation, study public policy, champion causes and conduct interparliamentary diplomacy.

As a workplace, the Senate is composed of dynamic people representing our nation's diverse talents, backgrounds and perspectives. We are committed to building and maintaining a diverse and inclusive workplace where everyone is provided full and equal opportunity and access to employment, development and advancement. Build and advance your career by joining a team of dedicated professionals who are committed to excellence in support of senators and the institution.

How will you contribute?

The Manager, Materiel Management and Logistics is accountable for the day-to-day operations of two (2) of the Property and Services Directorate's operational units; Materiel Management and Logistics Unit, and Transport Services, and exercises delegated authority for all financial, human resources and material management requirements of these units, and its approximate 19 unionized and non-unionized employees and combined operational budgets of approximately $1.8 million. The Manager also exercises delegated authority for Senate corporate budgets, namely the centralized funding for entitlement assets, furniture, materials, and various supplies and equipment, and transportation services.

The Manager is accountable for the development of a comprehensive policy framework encompassing all facets of the above services, including their unique delivery models and accountabilities, in order to advise Senators, Senior Management and Steering Committee on policies and approaches required for the effective delivery of comprehensive services. The Manager is accountable for developing and managing the multi-year strategic and business plans that provide direction for the delivery of asset management and transportation services to Senators and staff, Senate Officers, and the Senate Administration, while also ensuring the development and implementation of quality assurance processes and controls, accountability mechanisms as well as performance and financial reporting on the units' operations. The incumbent plays a major role in contributing to the planning and implementation of the Senate's business delivery frameworks and goals governing the provision of integrated services.

The Manager is also responsible for providing operational input to assist other partners in establishing the strategic vision for the delivery of services in the context of changing needs and challenges stemming from the LTVP projects and major relocations of occupants to interim buildings, implementation, transport and logistics services in support of other PSD services, input on how to properly adhere to the Senate's Asset Management Policy, Directives and procedures, while ensuring the continued efficiency and timeliness of day-to-day operations.

Open to

The general public to staff one (1) indeterminate full-time position in the Properties and Services Directorate.

This selection process may be used to staff determinate or indeterminate positions at the same level with similar requirements.

We encourage individuals from underrepresented and minority groups to apply.

Prerequisites

- University or College degree in business, management or another related field, OR an acceptable combination of education, training and related experience ;
- A certificate in Supply Chain Management, Distribution and Inventory Management, Project or Facilities Management, Real Property, or related certifications would be an asset.Extensive expertise and knowledge of the theories, principles and practices of materiel management, warehousing and shipping and receiving are needed to ensure the effective control of equipment, materiel, furniture, and other assets, and to support their capitalization for accrual accounting purposes.
- Extensive experience in management, including financial, HR, as well as risk management, change management and project management;
- In-depth knowledge of the procurement process and its contracting policies, industry best practices, the available external services and other specialized suppliers for supplies and assets, as well as their capabilities and fee structure, to obtain urgent services to meet short deadlines.
- Knowledge of best practices and industry standards for the transportation of goods and people, including applicable provincial laws (e.g. Ontario Highway Traffic Act, Quebec Highway Safety Code, etc.).

- Strong communication skills (both written and oral) including experience with facilitation and presenting to audiences at all organizational levels;
- Strong analytical, problem-solving and critical-thinking skills;
- Extensive knowledge of strategic and operational planning, including business case development and resource management;
- Broad knowledge of the business practices, associated with Quality Management programs, frameworks, tools, and systems;
- Comprehensive knowledge of human resources management, including staffing and staff relations to manage a diverse workforce.

Linguistic Requirements

English Reading Comprehension: C
English Written Expression: B
English Oral Interaction: C
French Reading Comprehension: C
French Written Expression: B
French Oral Interaction: C

Competencies

Integrity
Respect
Service
Communication
Teamwork and cooperation

Leadership Competencies
Strategic thinker
Effective communicator

Management Competencies
Action management
Financial management

Organizational Needs

The Senate of Canada is committed to building and maintaining an inclusive workplace where all employees are provided full and equal access to employment, development and advancement opportunities.

Conditions of Employment

Candidates must consent to supply personal information and obtain a security accreditation to be eligible for appointment.

Applicants must be legally eligible to work in Canada.

Please save a copy of the job poster as once the application deadline closes, the poster will no longer be available for reference.

How to apply

Please apply through the Senate of Canada's recruitment website.