

Management Profile

Title:	Manager, Project Delivery and Engineering	Category:	Excluded
Reports to:	Director, Planning and Engineering	Group:	Planning and Infrastructure
Direct Reports:	Project Manager (3) Project Coordinator		

Purpose

Reporting to the Director, Planning and Engineering, the Manager, Planning and Engineering provides leadership and operational oversight of the Victoria Airport Authority's (VAA) planning and engineering functions, supporting the delivery of capital infrastructure and development initiatives aligned with VAA's strategic priorities.

The Manager is accountable for the day-to-day delivery, coordination, and performance of VAA's capital project portfolio, excluding major strategic capital programs led by the Director, ensuring projects are delivered safely, on time, within budget, and in accordance with regulatory, environmental, and operational requirements. This includes managing Project Managers and technical staff, establishing consistent project management practices, and maintaining strong governance and reporting across all projects.

The role ensures continuity of departmental operations and consistent project delivery performance while the Director focuses on major, complex, and high-risk capital initiatives. The Manager ensures that operational delivery aligns with the strategic direction and program objectives established by the Director.

A role model for VAA's values, the Manager fosters a collaborative and high-performing team environment, builds effective relationships with internal stakeholders, consultants, contractors, and regulators, and promotes a culture of accountability and continuous improvement. Working closely with the Director, the Manager supports the advancement of major strategic initiatives through coordination, reporting, and operational alignment, operating within program direction and governance frameworks established by the Director, while ensuring day-to-day operational excellence across the broader project portfolio.

Accountabilities

1. Provides advice and recommendations to the Director on departmental operations, project delivery performance, resource allocation, and operational risks to support effective program-level decision-making.
2. Leads and manages departmental staff, including day-to-day supervision, assigning and reviewing work, coaching, mentoring, and full performance management of Project Managers and technical staff.
3. Leads all aspects of human resource management within the department, including hiring, performance management, discipline, and termination decisions, and manages labour relations matters such as grievance handling and interpretation of collective agreements, in accordance with Authority policies and applicable legislation.

4. Oversees daily departmental operations, ensuring effective workflow management, portfolio coordination, project prioritization, and consistent application of project management standards and Authority policies, with full accountability for day-to-day execution of the capital project portfolio.
5. Leads the application of engineering services and technical oversight within the department and across the Authority, including retaining and managing professional engineering consultants to provide technical advice and ensure initiatives comply with applicable codes, standards, regulatory requirements, and accepted engineering practices.
6. Leads the delivery of standard and complex capital projects, ensuring scope, schedule, budget, quality, and compliance objectives are achieved, while supporting major and high-risk capital program initiatives under the direction of the Director. Coordinates departmental resources, priorities, and workflows to align with program-level direction established by the Director, ensuring efficient execution across the capital project portfolio.
7. Provides quality assurance for business cases, project proposals, cost estimates, risk registers, procurement documents, technical reports, consultant deliverables, and construction documentation to ensure consistency and completeness.
8. Develops, implements, and continuously improves departmental processes, procedures, guidelines, and project management standards to strengthen project delivery and operational consistency.
9. Coordinates operational stakeholder engagement, working collaboratively with internal departments, consultants, contractors, tenants, and regulators to support project execution, issue resolution, and alignment with operational needs.
10. Monitors and reports on departmental performance, including project progress, financial forecasts, capital plan execution, risks, compliance tracking, and operational metrics and provides consolidated reporting and analysis to the Director to support program-level oversight, governance, and decision-making, including identification of risks, performance issues, and corrective actions.
11. Supports preparation of the annual capital plan, consolidating project proposals, asset condition information, and portfolio insights to assist with prioritization and program planning, while the Director retains accountability for overall capital program strategy and approval.
12. Oversees procurement processes for projects, including development of procurement documentation, evaluations, contract recommendations, contract administration and supports the Director with procurement and commercial activities related to major capital programs and complex delivery models.
13. Ensures the accurate submission and organization of technical data, drawings, and records to the Infrastructure Records Management Center, maintaining strong asset and data management practices.
14. Supports onboarding, training, and ongoing professional development of departmental staff, promoting knowledge retention, skill growth, and organizational learning.
15. Maintains continuity of departmental services and project delivery performance while major strategic initiatives are undertaken by the Director, ensuring the Authority continues to meet operational, regulatory, and capital program obligations.
16. Promotes a positive, collaborative workplace culture, fostering teamwork, open communication, continuous improvement, and a commitment to safety and excellence.
17. Performs other related duties as required to support effective departmental operations and the successful delivery of the VAA's capital program.

Job Requirements

Education:

- Degree in engineering, architecture, construction management, business administration, or related discipline, plus 7–10 years of related experience; OR
- A minimum of ten years of related experience in a similar leadership role.

Recent related experience must include:

- Leading capital infrastructure projects.
- Supervising or mentoring project management staff.
- Managing budgets, procurement processes, and contracted service delivery.

Preferred Qualifications:

- Experience managing capital programs in an airport or transportation environment.
- A P.Eng. with membership in Engineering and Geoscientists of British Columbia (EGBC)
- A PMP designation with the Project Management Institute

Other requirements:

- Must be eligible to work in Canada.
- Must possess a valid BC Class 5 Drivers License as a condition of employment and eligible to obtain an AVOP-D driver's licence
- Must be able to obtain and maintain Airport Security Clearance (RAIC) as a condition of employment.
- Must be willing to work outside normal work schedule to meet operational requirements, including nights, weekends, and holidays.

Knowledge of:

- Regulatory, safety, and industry standards for airport infrastructure planning and construction.
- Capital program management practices and project governance.
- Procurement, contract negotiation, and contract management.
- Transport Canada and Canadian Aviation Security regulatory frameworks.
- Construction methodologies, cost estimating, and risk management.
- Human resource leadership and performance management.
- Business English and formal communication practices.
- Airport operations, safety standards, and regulatory compliance.

Skills and abilities:

- Strong leadership capabilities, including the ability to coach, mentor, motivate, and manage performance while fostering a positive, accountable team culture.
- Excellent project management skills, with the ability to direct complex projects, manage multiple priorities, and adapt effectively to changing operational needs.
- Strong analytical, problem-solving, and judgement skills, with the ability to interpret data, evaluate options, and make sound decisions.
- Skilled in negotiation, conflict resolution, and issues management, with the ability to navigate challenging situations and achieve effective resolutions.
- Exceptional communication abilities—verbal, written, interpersonal, and presentation—capable of conveying complex technical concepts in a clear, audience-appropriate manner.
- Ability to establish and maintain strong working relationships with employees, contractors, consultants, tenants, airport partners, and other stakeholders.
- Ability to work independently with a high degree of autonomy, demonstrating initiative, accountability, and self-direction.

- Ability to implement plans that contribute to organizational goals, including interpreting and applying policies, procedures, specifications, standards, and regulatory requirements.
- Ability to work effectively in a safety-sensitive, compliance-driven environment, demonstrating high levels of integrity, professionalism, and ethical conduct.
- Proficiency with project management tools, asset databases, and standard office software, including expert-level competency with applications such as Excel and Outlook.

Approvals

Prepared by:	Sandy Godwin	Date:	Nov 2025
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