



Employment Opportunity

Senior Manager, Programs

The Federation of Alberta Gas Co-ops Ltd. is seeking a full-time Senior Manager, Programs.

The Opportunity

The Federation of Alberta Gas Co-ops Ltd. (the Federation) is a member-owned co-operative association comprised of 82 natural gas distribution utilities that operate within the Province of Alberta. These Federation Member Utilities serve over 127,000 customers across rural Alberta, and collectively these utilities employ over 500 people.

We are looking for a highly organized, motivated individual, with strong attention to detail, excellent interpersonal skills, and who is adept at providing support, coaching, and mentoring to staff within the Operations and Administration departments. This position provides direction to staff by defining work plans that align with operational, strategic, and business planning priorities.

Reporting to the Executive Director, the Senior Manager, Programs is responsible for day-to-day planning functions, ensuring that reporting policies and procedures are accurately followed, and ensuring reports are produced in a timely manner. The role is also responsible for assisting in staff development and continuing education.

The position is based out of our Edmonton office. For information on the Federation of Alberta Gas Co-ops Ltd., please visit www.FedGas.com.

Duties and Responsibilities

- Supports planning and direction of a variety of programs, services, functions, and activities related to the natural gas utility industry.
- Provides support and assistance to the Federation Executive Director on a wide variety of gas utility policies, programs, and Membership requirements.
- Supports the Alberta rural gas co-op distribution industry to help identify, ensure, and encourage safety in, and maintenance of, their systems.
- Develops and maintains partnerships with Federation Membership, Federal and Provincial Governments, municipalities, and Investor-Owned Utilities.
- Participates in public speaking opportunities, networking, and community relations activities to promote the mission and goals of the Federation and its Members.
- Responds to inquiries/concerns from rural gas utilities and government, that may be varied and complex.

Competencies, Skills, Attributes

- Positive attitude with the ability to be flexible and adapt to change
- Analytical mind with high attention to detail
- Ability to think big picture, develop strategies, and implement vision
- Ability to problem solve
- Ability to handle difficult conversations and interactions with staff, Federation Members and their customers, and the public
- Ability to work independently and as part of a team
- Ability to form good interpersonal relationships
- Excellent consultative, collaborative, prioritization, and communication skills
- Excellent computer literacy with proficiency in Microsoft Office applications

Qualifications

- A University Degree in a related field or extensive, demonstrated job experience in areas such as (but not exclusive to) Business, Economics, Policy Development, Planning, Public Administration, Engineering, or Law.
- Broad, extensive knowledge of the gas utility industry and its policies and practices.
- Knowledge of gas utility design, construction, and operations, inclusive of land access documentation and processes (e.g., knowledge of utility rights of ways, caveats, crown land access, environmental impact assessment studies, etc.).
- An understanding of pertinent legislation, regulations, policies, and guidelines governing the gas utility industry.
- Proven ability to apply leadership and management practices to integrate the planning, operations, and reporting functions with evolving resource needs.
- Proven ability as a leader that enables staff to achieve results and to develop and build organizational capacity.
- Extensive senior management experience.
- Understanding of Membership needs and associated services.
- Experience with spatial data management, programming, GPS, GIS, and photo imagery would be an asset.

Culture

The Federation office has a strong collaborative culture which is equal parts the result of a small office atmosphere and the idea that we are all working for the betterment of our Members. As a non-profit and a co-operative association, we believe in working as a team in the service of our Member utilities and their co-operative members and customers.

Remuneration and Benefits

The Federation offers competitive salary, benefits, and pension packages to its employees. More details will be provided to short listed candidates.

Application Process

Applications may be submitted by email to:

Attention: Tom Kee, Executive Director

tkee@fedgas.com

Deadline for application submission is March 10, 2023, at 11:59 p.m.

Only short-listed candidates will be contacted.