



**Location:** Halifax, NS  
**Job Title:** Training Manager (Full Time)  
**Start Date:** Immediately

### **Position Summary**

Do you want to be a part of an exciting new initiative in Nova Scotia? Do you thrive on seeing an innovative idea become a reality? Are you an energetic self-starter looking to take on a new challenge? If so, this position may be ideal for you.

The Nova Scotia Construction Sector Council (NSCSC) has an immediate opening for a full-time Training Manager to execute on the deliverables and objectives for a 4.5 year federally funded initiative. To be successful in this role, this Manager will have exceptional project management experience, be extremely organized and process-driven, with excellent interpersonal and communication skills. Reporting to the Executive Director, the Training Manager will work with a team of two Coordinators to deliver this new program.

### **Main Duties & Responsibilities**

The Manager will be responsible to:

#### Overall Project Management

- Initiate the project/program
- Ensure the project is on-track (meeting deadlines), in-scope and on-budget
- Manage the overall project plan and further define and detail activities, milestones and deliverables
- Manage project expenditures and measure against the approved project budget
- Monitor program progress, addressing issues as they arise and reporting on activities and outcomes
- Provide management, direction and support to the Training Coordinators

#### Communication and Reporting

- Communicate with project, industry, government and community partners
- Coordinate meetings, maintain records (agendas and minutes) and ensure regular reporting to the project advisory committee
- Promote the project – goals and objectives
- Develop and present weekly, monthly and quarterly reports

- Share and highlight project achievements with partners, the sector and the various communities
- Assemble and prepare project claims for submission (activity and financial reports)
- Proposal writing and assembly of support documentation and research
- Develop, implement and manage an engagement and communications plan

### Project Execution

- Execute the activities associated with the project including (but not limited to): training identification, training development/curriculum analysis (if necessary), training scheduling and deployment, sourcing project assets such as training facilities/mobile classrooms, furniture, tools, materials, equipment, etc.
- Liaise with industry, government and community partners in the identification of training, curriculum development, training plans, employment opportunities, training locations, etc.
- Establish, direct and assist with recruitment efforts for training programs
- Manage supports provided to participants
- Conduct program evaluation
- Monitor participants with Training Coordinators throughout duration of training
- Develop long-term sustainability plan and recommendations for industry consideration
- Assist with closing the project – evaluate project success and “conduct lessons-learned”, final report and recommendations for future delivery

### Other:

- Related duties as required to support upcoming and ongoing NSCSC projects and initiatives

The ideal candidate will have the following knowledge, skills, abilities, and personal attributes:

- Applicable education and/or professional experience in a related field
- In-depth knowledge of and experience in project management
- Experience in recruiting individuals for training programs
- Experience with curriculum development and the delivery of training
- Exceptional organizational and multitasking skills with excellent attention to detail
- Outstanding communication skills (written and verbal)
- Bilingual (English & French) spoken and written
- Strong interpersonal skills with emphasis on listening, empathy, understanding perspectives, leadership, mediation and customer service
- Ability to work with people from diverse cultures

- Experience facilitating meetings and building relationships face-to-face, on the phone and virtually
- Experience with and/or knowledge of the construction industry is an asset
- Professional demeanour and the ability to interact courteously and respectfully with participants, partners, colleagues, industry representatives, government representatives, etc.
- Flexibility to adapt to changes in project requirements, scheduling, and deliverables; troubleshooting and evaluating alternate methods where necessary
- The ability to work independently and as part of a larger team
- High level of proficiency with MS Office 365, including: Word, Excel, PowerPoint, Teams, etc.
- Able to obtain a clear criminal record check
- Valid driver's license and own transportation
- Individual must be able to meet physical demands as required, including (but not limited to): lifting/pushing/pulling of approximately 50 lbs, bending, standing for extended periods, and walking for extended periods

### **Work Environment**

Primarily a small office environment located in Halifax, NS with travel throughout Nova Scotia as required for program delivery, recruitment activities, meetings, etc.

### **Hours of Work**

Full-time – typically 8:30 AM – 4:30 PM (Monday to Friday)

Overnight travel and some evening and weekend work may be required.

**Remuneration:** Based on experience and education

**To Apply:** Please send your résumé and cover letter to Gerald Walsh Associates Inc. at [apply@geraldwalsh.com](mailto:apply@geraldwalsh.com). Please quote appropriate project number in the subject line.

*Only those selected for interview will be contacted. The interview process will include discussion/review of candidate's relevant work samples or portfolio where applicable.*

For additional information, please contact the NSCSC at 902-832-4761.

The NSCSC is an equal opportunity employer. Please feel free to disclose if you are a member of an underrepresented group including, but not limited to: Indigenous Peoples, African decent, new Canadian/Immigrant, etc.

### **About the Organization:**

The Nova Scotia Construction Sector Council (NSCSC) is a not for profit organization established to communicate and consult with the Industrial, Commercial, and Institutional (ICI) construction sector on matters relating to human resource planning, research and skills development.