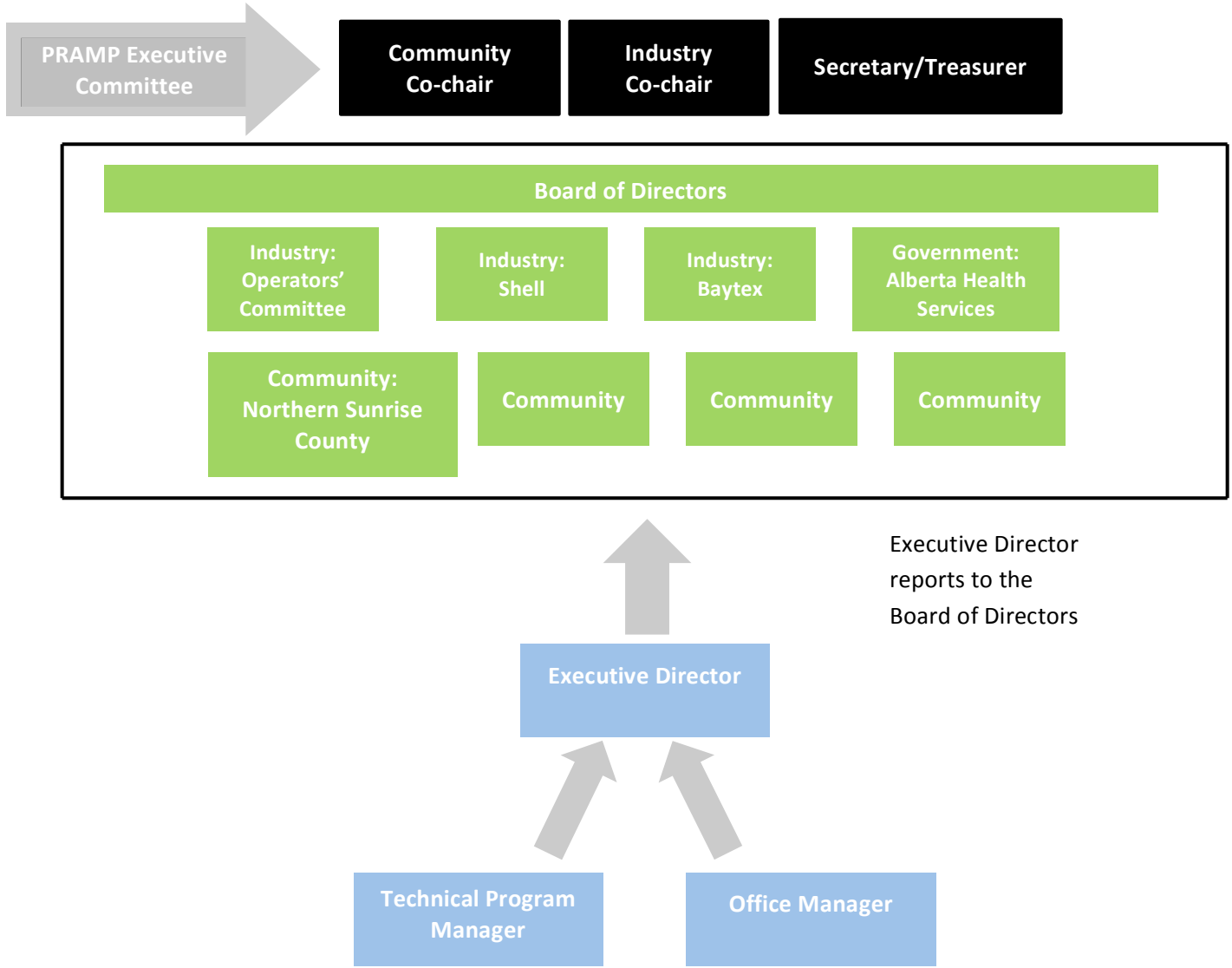


## PRAMP Organizational Structure November 2016



## PRAMP Technical Program Manager Role Description

<p><b>Purpose</b></p>	<p>This role description is for a <b>Technical Program Manager</b> for the Peace River Area Monitoring Program (PRAMP) Committee, a not-for-profit organization that manages air quality monitoring within the Peace River area. The individual in this role will assist the PRAMP Board of Directors and Executive Committee to operate and maintain the existing monitoring program, and to provide data and information to the community.</p> <p>The PRAMP Committee is anticipating receiving funding from the Oil Sands Monitoring program for the period October 1, 2016 to March 31, 2017. Contract discussions are in progress. <b>A contract offer for the Technical Program Manager is contingent on funding, and an offer to a contractor will only be made after the PRAMP Committee is in receipt of funds.</b></p>
<p><b>PRAMP Background</b></p>	<p>The PRAMP was established in January 2015 and is a collaborative effort supported by the community, industry and government. The program is currently underway and the PRAMP committee has been active throughout 2015 and 2016. The PRAMP’s multi-stakeholder committee includes representatives from the community, government and industry. The region covered by PRAMP includes the areas of Three Creeks, Reno, Seal, and Walrus. The Peace Airshed Zone Association (PAZA) borders this area to the south.</p> <p>The monitoring area encompassed by PRAMP includes four monitoring stations that are operated by contractors hired by PRAMP, and some of the monitoring stations are required for oil and gas industrial Environmental Protection and Enhancement Act (EPEA) approvals.</p> <p>Currently, the PRAMP focus is on odours and air emissions. The program consists of:</p> <ul style="list-style-type: none"> <li>• Continuous monitoring to determine the concentrations of hydrocarbons and sulphur gases present in ambient air;</li> <li>• Intermittent canister sampling to determine concentrations of volatile organic compounds (VOCs) in ambient air; and</li> <li>• Supporting meteorological measurements.</li> </ul> <p>Additional information about the PRAMP Committee may be found at <a href="#">PRAMP Committee</a> on the Northern Sunrise County website.</p>
<p><b>Role Description</b></p>	<p>The role will involve the following three key components, which are described in more detail below. The responsibilities described below may be adjusted from time to time through discussion with the Board, Executive Director and contractor.</p> <ol style="list-style-type: none"> <li>1. <b>Program Operations</b> – Overseeing the day-to-day operations of the air monitoring program.</li> </ol>

2. **Strategic Development** – Focusing on ensuring continuous improvement of the air monitoring program.
3. **Communications** – Enabling PRAMP to deliver information on the state of air quality within the Peace River area and promoting transparency and data sharing with the public.

**Program Operations**

1. Develop terms of references, contracts, and procedures/protocols for the hiring and management of contractors to assist with program implementation.
2. Manage air monitoring data, database archives, website data, and sharing of results with PRAMP Committee Members, the Board of Directors and the public.
3. Execute air monitoring data analysis, interpretation, and reporting. Attend and present air monitoring performance information at Board of Directors meetings.
4. Review air monitoring data on an ongoing basis to ensure performance standards are being met and a high level of data quality is maintained. Ensure the air monitoring program meets all requirements of the Alberta Air Monitoring Directive.
5. Secure new monitoring site locations and negotiate new and/or existing agreements with land-owners, as needed.
6. Develop QA/QC procedures and guidelines; coordinate periodic independent review of the air monitoring program.
7. Promptly advise Board of Directors (or the Executive Director), and appropriate committee or contractors, of all situations or unusual circumstances that require immediate attention. Follow up on relative matters as appropriate.
8. Solicit input from emitters and maintain a log to track investigations of any elevated concentration events, as applicable.
9. Manage the collection of monthly passive samples and triggered canisters (utilizing local content and resources to the greatest extent possible).
10. Support the preparation of the annual PRAMP funding proposal to Alberta Environment and Parks.
11. Adheres to the PRAMP bylaws, policies, and procedures.
12. Ensure operations are within scope of plans and budget.
13. Participate in Board Meetings and Members Meetings.
14. Travel to the Peace River area as needed.

**Strategic Development**

1. Evaluate air monitoring program effectiveness, efficiency, and contractor's performance. Routinely report back and make recommendations as needed to the Board of Directors.
2. Participate in developing short and long-term strategies towards achieving PRAMP objectives and vision.
3. Assess/evaluate air monitoring data against air quality guidelines and other provincial data.
4. Maintain the PRAMP Air Monitoring Plan, as per the Air Monitoring Directive, and identify any areas for improvement.
5. Make recommendations to the Board of Directors on continuous improvement of the monitoring program.

	<ol style="list-style-type: none"> <li>6. Maintain awareness of related air monitoring projects and various Airshed Management Zones activities’ and consider potential synergies with PRAMP.</li> <li>7. With the Executive Director, be aware of and plan for emerging issues, initiatives and technologies.</li> <li>8. Liaise with other stakeholders and partners on a technical or project level.</li> </ol> <p><b>Communications</b></p> <ol style="list-style-type: none"> <li>1. Complete and oversee PRAMP Annual data reports.</li> <li>2. Provide input into PRAMP newsletters, website content, and other communications.</li> <li>3. Represent PRAMP at various meetings, conferences, and airshed events, as agreed to with the Executive Director/Board of Directors.</li> <li>4. Participate in discussions with sponsors to secure funding for PRAMP initiatives.</li> <li>5. Operate and maintain contents of the PRAMP website, as required.</li> <li>6. Ensure all technical materials, articles and other content align with the organization’s branding.</li> </ol>
<b>Deliverables</b>	<p>Some of the key deliverables to be produced by the individual in this role may include, but are not limited, to the following:</p> <ul style="list-style-type: none"> <li>• PRAMP Annual report</li> <li>• Quarterly data review updates</li> <li>• Functioning data accessibility on website</li> <li>• PRAMP Air Monitoring Plan.</li> </ul> <p>This role will report to the Executive Director.</p>
<b>Experience Requirements</b>	<p>Degree in Science or Engineering.          Over 7 years of technical experience in the air quality field.          Experience in air monitoring programs and/or Airsheds.          Strong understanding of Alberta Air Monitoring Directive requirements.          Experience in air monitoring program design and operation.          Experience in air monitoring data analysis, interpretation, and reporting to the public.</p> <p>Preference may be given to candidates with a professional designation such as P Eng, P Biol or P Chem.</p>
<b>Skillsets Required</b>	<p>Skillsets required for this role include:</p> <ul style="list-style-type: none"> <li>• Managing multiple activities and tasks as well as conflicting demands while ensuring delivery of agreed to priorities and deadlines.</li> <li>• Developing and maintaining productive and positive relationships with stakeholders and the public.</li> <li>• Strong ownership of air monitoring program performance.</li> <li>• Committed to ensuring regulatory requirements are met.</li> <li>• Excellent project management skills to track scope, cost, and schedule of contractors, and manage contractor performance.</li> <li>• Excellence in communication, with clear, concise verbal and written communication skills.</li> <li>• Ability to distill and communicate complex messages or strategies to stakeholders of all audiences, understanding the appropriate level of detail.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to effectively advocate, and bring stakeholders onside to reach consensus.</li> <li>• Strong aptitude for managing large quantities of data through a variety of data management systems.</li> <li>• Strong analytical skills and capacity to identify trends in large quantities of data.</li> <li>• Detail-oriented mindset.</li> </ul>
<p><b>Work Setting and Contract Expectations</b></p>	<p>The Technical Program Manager will be hired on a contract basis until March 31, 2017, with the possible option to renew the contract on an annual basis. The contractor will be expected to provide their own work space and office equipment including computers, telephone, cell phone, printers and any other equipment that may be required to fulfil the contract requirements.</p> <p>The contractor will also be required to provide proof of insurance including Workers' Compensation Benefits, Liability Insurance, and automobile insurance for the use of personal vehicles.</p> <p>The contractor has the option to work remotely with occasional trips to Peace River as needed. The contractor will be responsible to establish and manage their own Health and Safety Program, which may be reviewed by the PRAMP Committee, and the PRAMP Committee will hold no liability for the contractor.</p> <p>Hours of work will be variable from week to week. The contractor will be paid \$8300 on a monthly basis. A budget for travel costs will be established by the Board following the appointment to the role.</p>
<p><b>Application Process</b></p>	<p>Qualified applicants are invited to provide a resume and additional information describing their interest in the role, and how they meet the Experience and Skillset Requirements. Contact information for three references should also be provided.</p> <p><b>Applications (in PDF or Word format) are to be submitted by email not later than Thursday, December 8, 2016 at noon MST to:</b>  Karla Reesor  Executive Director, PRAMP Committee  <a href="mailto:karlareesor@movingfwd.ca">karlareesor@movingfwd.ca</a></p> <p>Inquiries may be directed to:  Karla Reesor  Executive Director, PRAMP Committee  <a href="mailto:karlareesor@movingfwd.ca">karlareesor@movingfwd.ca</a>  403.807.2995</p> <p>A response to an inquiry will be provided within 24 hours.</p>