



Operations Manager, Environmental Services

Victoria, BC

We are seeking an experienced, collaborative and enthusiastic individual to lead our Environmental Services Division at Archipelago.

WHAT ARE WE ALL ABOUT?

Archipelago is a global team of more than 100 dedicated professionals who provide clients with expert guidance and industry-leading solutions. We design and deliver integrated tools and workflows that efficiently capture, review, and report monitoring data, helping our partners make informed decisions with confidence. The focus of our work is commercial fisheries monitoring and environmental services. We have been headquartered in Victoria and operating on the west coast of British Columbia for almost 50 years.

The Environmental Services Division provides coastal planning and design services that support sustainable coastal development across a range of environmental and regulatory contexts. This service combines environmental analysis, spatial planning, and stakeholder considerations to inform projects that respond to site specific ecological conditions, regulatory frameworks and long-term coastal resilience, supporting responsible use and management of coastal areas.

ABOUT THE ROLE

As the Operations Manager for the Environmental Services division, the successful candidate will provide clear divisional leadership while coordinating a multidisciplinary team of biologists. You will:

- Participate in the Senior Leadership team to provide timely, accurate reporting to our executives on financial performance, project risks, staffing capacity, operational constraints, growth opportunities, and decisions.
- Provide leadership, direction, workload coordination, and performance oversight to the team.
- Be accountable for the overall financial performance of the division:
 - Prepare and maintain a current-month divisional financial view, supported by project-level exception reporting that identifies losses, gains, scope changes, unbilled work, delayed invoicing, cost overruns, margin risks, and material forecast changes.
 - Report on divisional financial performance and significant exceptions to the Senior Leadership team, including recommended corrective actions and decisions required.
 - Coordinate the monthly reconciliation of Business Central financial information, project records, forecasts, and relevant SharePoint documentation, with project managers responsible for providing timely and accurate project input.

- Coordinate and contribute to business development activities including identifying opportunities, preparing and submitting RFP/RFQ responses, technical proposals, and qualification packages.
- Establish clear accountability for project management, technical review, field coordination, equipment readiness, staff supervision, reporting, and administrative processes, while avoiding unnecessary concentration of operational duties within senior technical staff.
- Assist with client relationship management and strategic growth initiatives.
- Support project planning and development including the development of project scope, budget, work breakdown structure, required documentation, schedules and qualification submissions.
- Support employee development through regular one-to-one meetings, goal setting, performance feedback, succession planning, PM coaching, and structured delegation of increasing responsibility.
- Coach project managers on and ensure maintenance of project schedules, budgets, burn rates, deliverables status, billing, and project forecasting.
- Maintain a rolling 8- to 12-week divisional capacity forecast showing committed field work, office and reporting requirements, proposal support, leave, training, and available capacity by employee.
- Coordinate staffing decisions across active and probable projects, including appropriate deployment of hourly personnel to routine field activities so that developing and senior staff retain time for reporting, project management, technical review, coaching, and higher-value work.
- Manage and monitor contracts for sub-contractors, consultants and vendors.
- Ensure the division maintains appropriate systems for equipment inventory, custody, calibration, servicing, maintenance, repairs, field readiness, replacement planning, and approved procurement.
- Conduct or assist with desktop (literature review) assignments, preparation of technical reports and project proposals and contractual agreements.

WE ARE LOOKING FOR SOMEONE WITH:

- Proven experience managing a portfolio of consulting projects, including scope, budget, schedule, staffing, subcontractors, client communication, change management, invoicing, risk, and project close-out.
- Consulting experience; preferably within the environmental services sector.
- Proposal response; experiencing leading this process, budgeting, detailed cost estimates, work plan.
- Technical writing skills.
- Networking and business development skills.
- Strong oral and written communication skills including experience with scientific reporting and data analysis.

- Ability to obtain government security clearance through Public Services and Procurement Canada (PSPC). All successful candidates will also need to undergo a criminal record check to work on projects as required by PSPC.
- Financial acumen - ability to create divisional budgets and manage divisional finances.

BENEFICIAL EXPERIENCE

- Professional designation is preferred. For example, RP Bio, PMP, P. Eng
- Experience with public speaking and presentation

WHAT DO WE OFFER?

- Group benefits program (Health and Dental)
- Health spending account
- Personal wellness fund
- RSP matching
- Performance and Corporate Success Sharing plan
- Hybrid work options
- A commitment to sustainability and the environment within all our operations
- Company funded education and development opportunities.
- Staff parties and events
- Oceanfront building with proximity to transit and bike paths and free parking.
- A great office set up with sit stand desks, work pods, and a sunny deck with views of the Victoria harbour.

WHAT ELSE?

The position is based on a 37.5-hour work week – Monday to Friday with paid vacation days.

Archipelago is focused on getting the job done and getting it done right. So, expect that there will be some evenings and weekends where extra hours may be required to finalize that project or proposal.

The anticipated salary range for this role will be driven by the experience a candidate brings to the position with an expectation for a \$100,000+ annual salary.

Archipelago works to provide an inclusive, fair, and equitable working environment for staff of all backgrounds. Regardless of your race, religion, sex, gender identity or expression, sexual orientation, nation of origin, disability or age; if you share our values surrounding the careful management of our ocean resources, we welcome your unique contributions and perspectives.

If you are interested in applying, email your resume and a cover letter to [**hr@archipelago.ca**](mailto:hr@archipelago.ca)

We will keep this posting active until the position has been filled.