JOB DESCRIPTION

JOB DETAILS

Job Title: Project Manager

Job ID: IS2727

Classification: Information Systems R27

Classification Date:
(MM/DD/YYYY)

Branch: Portfolio and Project Management Office

Unit: ITS-Portfolio and Project Management Office

Reports to: Manager, Project Management Office (PMO)

Security Screening: Yes

Union/Excluded: BCGEU

BRANCH DESCRIPTION

The Portfolio and Project Management Office (PPMO) branch provides enterprise portfolio services to support the execution of strategic plans, service delivery plans, corporate and operational initiatives. Services include project and program planning and delivery though traditional and agile practices; project, program and portfolio processes and standards management and quality assurance; portfolio planning, portfolio balancing and optimization, portfolio financial management, governance, risk management and reporting.

JOB SUMMARY

The Project Manager manages medium sized projects within the corporate portfolio of projects: corporate, sustainment, and transformational systems projects in support of our strategic plan. These projects are complex in nature, high profile and have a major impact on the business. Projects assigned at this level are varied, requiring knowledge and experience in both project management and the information technology/information systems field. The Project Manager is responsible for managing multiple projects simultaneously and accountable for ensuring the project(s) deliverables are achieved and within the required standard of quality, timeframe and budget.

JOB RESPONSIBILITIES

1. Manages a medium system related project or multiple small scale projects simultaneously. Develops, implements and manages plans with an emphasis on information systems to achieve a specific scope of work driven by the objectives of the project, or the applicable program or portfolio.
2. Delivers the project scope on time, on budget and within the required quality. Ensures all deliverables meet defined requirements.
3. Responsible for all aspects related to project planning, including stakeholders identification, development of work plans, schedules, quality plans, risk management plans, communication plans and change control plans.
4. Responsible for all aspects of project execution, including maintenance of logs and registers (issue and action logs, risk register, etc.). Facilitates issue resolution.
5. Responsible for all aspects related to project closing, including completing the closeout report, gathering lessons learned, etc.
6. Responsible for identifying required resources and/or resourcing issues (the sponsor is responsible for acquiring resources).
7. Manages 'quality' of all deliverables (i.e. making sure the right people are providing feedback on the content; making sure all deliverables are completed and signed off).
8. Manages change within the project using the appropriate processes and approvals.
9. Handles all contractual aspects related to the project: Development of statement of work, purchase orders, price quotes and other contractual materials as part of scheduling and deploying of external resources.
10. Ensures risks are identified, monitored and managed to achieve minimal disruption to the project delivery and success.
11. Provides communications and status reports tailored to the target audience (management, project team, etc.). Reports status on a regular basis. Facilitates project meetings (Working Groups, Status Meetings, etc.).
12. Builds and manages relationships with key stakeholders, at all levels of the organization.
13. Leads the delivery team comprised of IT and business staff; drives desired professional behaviors and motivates the team to the required levels of performance and ensure that team resources have the best conditions to perform successfully.
14. Provides support to others in the Project Management Community. Provides guidance and acts as mentor to Project Coordinators and Project Administrators.

EDUCATION

Degree/Diploma Obtained	Program of Study

• Post-Secondary degree in Computer Science, Engineering, Information Technology, Project Management or related field and four years of directly related experience. An equivalent combination of education, training and/or experience may be considered.
• Project Management Professional (PMP) Certification or equivalent project management certification.

EXPERIENCE

Years of Experience	Type of Experience

• Experience in managing medium-sized teams of technical (IT) and business staff, including third party vendors.
• Demonstrated end-to-end responsibility and successful completion of management of 4 or more medium-sized projects in multiple industries.

KNOWLEDGE, SKILLS & ABILITIES

PM Concepts and Principles:
- Has full understanding of PM concepts, principles and industry best practices;
- Actively applies PM best practices and principles in their projects;
- Is able to adapt concepts and best practices to meet specific project requirements/situations.
Estimation:
- Uses estimating tools and references to justify project plans, schedules, etc.;
- Is able to produce accurate, justifiable estimates for medium to large projects;
- Collects 'actuals' to review and adjust estimates as appropriate.
PM Tools and Methodologies:
- Is knowledgeable and able to apply at least two different PM methodologies (Agile, Waterfall, Scrum) to appropriate projects;
- Demonstrated capability to use one or two project management tools (MS Project, Primavera, etc.) to produce project plans, including appropriate resourcing and leveling;
- Demonstrated capability using the tools to track progress (% complete) and actuals on medium to large projects;
- Working knowledge of office productivity applications (e. g. MS Office, including Word, Excel, Outlook, PowerPoint, Visio, etc.) and of agile/traditional project management tools/applications (e. g. MS Project, PPM Tools, Jira, etc.);
- Knowledge and experience of ITIL process and software development methodologies such as Agile and SDLC.
Communications:
- Assumes responsibility for quality control for project reports created by others;
- Sound verbal and written communication including the ability to deliver presentations to various audiences at all levels of an organization;
- Can gather and consolidate project status reports and communiques for team, sponsor and executive using appropriate language.
Team Management:
- Understands the concepts of team building and can apply them in small to medium-sized teams;
- Identifies behavioral problems and makes recommendations;
- Provides timely, constructive input to the review of all project team members' performance;
- Manages medium-sized teams of technical and business staff, including 3rd party vendors.
Knowledge Management and Reuse:
- Ensures produced project material is of expected quality, is approved, and is stored in appropriate project repositories;
- Actively seeks opportunities for re-use of material from project or other sources.

CORE COMPETENCIES

Navigating Change L2
Supporting self and others through change and transition and enabling successful transformation in work products and processes.

- Invites input and feedback on proposed changes.
- Supports others in generating new and innovative approaches.
- Builds support for new approaches and initiatives.
- Shares information on change in a timely manner.
- Identifies innovative approaches to deal with situations for which no known precedent exists.
- Eliminates unnecessary work activities.

Embracing Learning L2
Contributing to a learning culture by developing self and supporting others to acquire skills and improve performance.

- Gathers feedback from various sources to identify own strengths and weaknesses.
- Pursues challenging experiences beyond current position to add value in own area.
- Helps others identify learning needs to meet current job requirements.
- Provides honest, timely, clear and specific feedback to others.
- Ensures people are provided appropriate training within available budget and resources.

- Encourages people to reach their full potential.

Client Orientation L3

Making it easy for our external and internal clients - seeing things through their eyes.

- Balances client needs with business realities.
- Represents client needs to more senior management.
- Provides advice on complex problems and initiatives.

Accountability L2

Holding self and others accountable to deliver on commitments and to achieve desired results.

- Sets challenging but realistic goals for own area of responsibility.
- Helps people improve performance to maximize results.
- Holds people accountable for meeting established expectations.
- Evaluates progress against established goals and objectives.

Inspiring Trust L2

Inspiring confidence by demonstrating integrity and building credibility.

- Creates opportunities to build internal and external relationships.
- Demonstrates confidence in own abilities, views or decisions when challenged.
- Provides skill, knowledge and talents to resolve complex issues.
- Fosters trust by communicating consistent, reliable and accurate information.
- Builds on others' ideas to develop support.
- Helps others build confidence in themselves.
- Recognizes the contributions and successes of others.

Decision Making L2

Enabling progress by resolving issues and supporting others in taking calculated risks and making decisions.

- Involves the right people in the decision making process.
- Makes decisions by weighing several factors, some of which are partially defined with missing pieces of information.
- Uses sound business sense to make decisions.
- Considers risks when identifying or recommending options.
- Provides context and rationale for decisions.
- Provides information to others to support decision making on complex issues.

Organizational Focus L2

Aligning work priorities, processes and practices to achieve the strategic direction.

- Optimizes processes or practices to support the achievement of organizational goals.
- Helps team members understand the broader vision and how their work is aligned.
- Identifies broader implications of proposed positions, options and approaches.
- Makes connections between situations and patterns to improve decision making.
- Recommends approaches to address issues with a longer term perspective.