



Position Title: Division Manager, Project & Portfolio Management

Position Status: Full-Time Regular

Department: Project Delivery

Employee Group: Exempt

Location: 4730 Kingsway, Burnaby

Our Project Delivery Department is seeking a Division Manager, Project & Portfolio Management who will lead the creation, implementation and maintenance of a centre of excellence for Project and Portfolio Management for Metro Vancouver.

The successful candidate will be part of a team supporting the planning and execution of a portfolio of capital projects valued at over \$6 billion over the next 5 years.

You are: a registered Professional Engineer and/or Project Management Professional with highly developed skills in developing and implementing new programs, identifying strategy and implementing change in large organizations.

The Division Manager, Project & Portfolio Management reports to the Director, Project Management Office and falls within our Management / Leadership, Level 4B job family.

This role:

- Leads the creation, implementation and maintenance of a centre of excellence for Project and Portfolio Management for Metro Vancouver to enable best practice planning and delivery of Metro Vancouver's capital program. Responsible for the provision of specialized services to enable effective and efficient capital project and portfolio management and delivery, including development and implementation of a project management framework. A key component of the project management framework is the development, implementation and management of the stage gate process.
- Responsible for strategic planning and facilitating the development, communication, training, change management and continuous improvement of Project and Portfolio Management coordination with departmental teams across Metro Vancouver. Develops and standardizes project and portfolio management business processes, systems and tools to support project delivery, portfolio management, reporting, and analytics.
- Works with teams to setup project and portfolio management structures and frameworks and provide guidance, training, and support. Provide oversight and analysis on portfolio and project progress and work with management and executive to identify issues, trends, and risks.

- Manages the Technical Knowledge Management Program and is responsible for capturing, updating and managing Metro Vancouver specific knowledge and information to sustain a highly effective workforce and enable success for service and project delivery. Maintains knowledge management materials such as e-learning modules, procedures, operating strategies and field training guides.
- Accountable for budget preparation, reporting and resource allocations; monitors and controls spending ensuring the effective and efficient expenditure of allocated funds. Works closely with the Director to determine overall priorities and establish work plans and contributes to the preparation of long range strategic and financial plans of the division and department.
- Hires, supervises, directs and develops staff monitoring performance in accordance with goals and objectives. Ensures adherence to corporate policies and collective agreements. Leads, coaches, and mentors staff recognizing the importance of leadership, supervisory and technical training. Develops and sustains a flexible workforce encouraging staff to pursue opportunities that complement their skills and experience. Supervises and directs the work of consultants.
- Works collaboratively to resolve complex technical or interpersonal issues staff encounter while doing their work. Facilitates information sharing to transfer knowledge and experience and increase the efficiency and effectiveness of the team.
- Upholds Metro Vancouver's reputation through positive and forthright dealings with other organizations and members of the public. Understands the organizational culture and the processes/mechanisms necessary to attain work objectives.
- Performs other related duties as required.

To be successful, you have:

- Bachelor of Applied Science Degree in a relevant engineering discipline. 10 years of recent related experience in project and portfolio management for large organizations (asset portfolio greater than \$10B); or an equivalent combination of training and experience.
- Membership or eligibility for immediate membership as a registered Professional Engineer (P.Eng.) with Engineers and Geoscientists of British Columbia (EGBC) is preferred.
- Sound technical knowledge, experience and understanding of project and portfolio management principles and utility management issues. Ability to act as a Subject Matter Specialist to staff and provide sound and practical guidance for unusual or problem situations.
- Highly developed skills in developing new programs, identifying strategy, planning for and implementing change. Experience managing initiatives with high dependence on specialized software tools and systems.
- Sound budgeting and financial management skills. Ability to monitor budgets, meet financial objectives and ensure the effective and efficient expenditure of allocated funds.
- Excellent written and oral communications skills. Ability to communicate effectively both verbally and in writing including letter, report writing and presentation skills. Ability to explain difficult concepts and persuades others to adopt a point of view or way of doing things.
- Strong interpersonal skills and the ability to build and maintain respectful working relationships with internal and external contacts. Demonstrated ability to work in a team-oriented work environment and deal effectively with disagreements and prevent the escalation of conflict. Works collaboratively to deliver on strategic initiatives. Skilled in dealing openly, tactfully and sensitively in a variety of situations.
- Ability to manage a complex and diverse portfolio of work while establishing ambitious and challenging goals. Ability to work under broad direction and use significant independent judgment to problem solve when more than

one option is possible. Ability to identify opportunities to address emerging needs. Ability to meet timelines and objectives requiring persistence to overcome obstacles.

- Sound ability to supervise, coach and guide others while enhancing individual and team effectiveness. Ability to mentor and foster the development of direct reports and respond to changing priorities.
- Proficiency using Microsoft Office programs, including Outlook, Word, Excel, Access, PowerPoint, Visio, and Project.
- Proficiency in Primavera P6 and other industry standard project/portfolio management applications considered an advantage.
- Proficiency in system development and implementation using on-premises and SaaS solutions is considered an advantage.
- Valid BC Class 5 Driver's License.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by March 12, 2021.