



Project Management Office Analyst

People, Place, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

Job Profile

There is an opening for a Project Management Office Analyst (Temporary for approx. 12 months) within the Infrastructure Services Department, Asset Management and Project Management Office Division. Reporting to the Deputy City Manager – Infrastructure Service, this position is responsible for, but not limited to, the following duties:

What you will be doing

- Establishes project management framework and standards, provide the tools and templates and then be the resident advocate and model for good Project Management practices.
- Promotes the application of PMO approved project management framework and standards on key projects to ensure successful project delivery.
- Creates and maintains a Project Management Working Group composed of city staff responsible for managing capital projects and works with the team as a means of building and sharing project management expertise.
- Provides regular updates ranging from monthly status of enterprise projects to an annual report.
- Reports on the organization's progress at institutionalizing the Project Management Office, including PMO effectiveness metrics, issues and opportunities, etc.
- Aids in the development of a Project Management Career Track, mentors, trains, and guides the organization's project teams as they learn and then adopt PM best practices in all phases of project from definition to closure.
- Proactively escalates project issues and risks that require Project Sponsor, Program Management or Management Team attention.
- Analyses and provides an oversight to capital project intake process by reviewing capital projects for completeness and makes recommendations to the capital budget working group.
- Reviews, advises and assists in developing proposals for alternative funding sources and grants for specific programs and services.
- Manages project timelines endorsed by Council and as required by funding agencies, as required.
- Implements corporate Project Management System (SAP Project system) in collaboration with technology services, departmental project teams and budget analyst.
- Performs project quality and risk audits, as requested or required.
- Advices and assists project managers to develop project plans that effectively align scope, time, cost, quality, resources, risk, communication, and procurement to allow for coordinated execution and control of the project.
- Recognizes excellence in Project Management in accordance with a focused Rewards and Recognition program.

- Participates in performance reviews of Project Managers as it relates to Project Management.
- Maintains and publishes a master projects schedule, including critical milestones.
- Develops and implements detailed plans and procedures and recommends policies regarding program specific requirements.

Education

- Undergraduate degree or equivalent level of related education and experience – preferably in Public or Business Administration, or a related discipline.
- Project Management Professional designation.

Experience and Knowledge

- Project Management Professional designation.
- Three to five years' experience in project management, preferably in the municipal sector.
- Advance Microsoft Office Suite skills and project management systems such as SAP Project systems and Microsoft Project.
- Sound knowledge of project management techniques, tools, and methodologies.

We will ask you for these items if you are hired

- Proof of your current and valid certificate(s) and/or educational qualifications
- Valid G driver's licence
- Worker Health and Safety Awareness Training Certificate from Ministry of Labour

Your compensation

This position is within Grade 6 of the non-union salary schedule and has an annual salary range of \$95,866 - \$116,908. We offer a comprehensive benefit package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

Hours of work

Standard hours of work are Monday-Friday, 8:30 a.m. to 4:30 p.m.

Advertisement expiration date

To apply, please visit www.cambridge.ca/careers. This posting closes on June 30, 2022.

Accommodation needs and protection of privacy

The City of Cambridge is an equal opportunity employer, committed to diversity and inclusion. We welcome and encourage applications from all qualified individuals, and will accommodate the needs of qualified applicants under the Human Rights Code in all parts of the recruitment and hiring process.

Please contact Human Resources to make your needs known in advance, with the nature of any accommodations that you may require in respect to any materials or processes used to ensure your full and equal participation throughout the recruitment and hiring process.

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.