



Manager of IT Project and Portfolio Delivery - Job ID #2157

Job Title	Manager of IT Project and Portfolio Delivery	Status / Job Type	Permanent Full Time
Commission	Corporate Services	Department	Information Technology
Union Affiliation	APAE/EXEMPT	Number of Openings	1
Rate of Pay	\$53.97 to \$67.46	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Aug 22, 2024
Job ID #	2157	Closing Date (4:30 pm)	Sep 12, 2024

Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment (within 200 km of the City of Brantford boundary). The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Chief Information Officer, the Manager of IT Project and Portfolio Delivery will oversee the delivery of strategic departmental and corporation-wide Information Technology (IT) projects and initiatives. This position is a member of the IT Services management team working closely with IT staff and stakeholders across the organization to deliver technology solutions with a focus on digital transformation and innovation.

The Manager of IT Project and Portfolio Delivery will be responsible for ensuring the IT project portfolio is aligned with the business objectives, prioritized according to the value and risk, and executed within the scope, budget and timeline, as well as manage the governance, reporting and communication of the IT project portfolio to various stakeholders, including senior management, business units and IT teams. Duties include but are not limited to:

- Define and implement best practices and standards for IT project management, including methodologies, tools, processes and templates.



- Establish and maintain the IT project portfolio management framework, including the intake, evaluation, selection, prioritization and monitoring of IT projects.
- Develop and manage detailed project schedules, workplans and costing allocations.
- Ensure the IT project portfolio is aligned with the strategic goals and objectives of the organization and delivers the expected value and benefits.
- Oversee the planning, execution and delivery of IT projects and ensure they meet the quality, scope, capital budget and timeline requirements.
- Provide regular and accurate reporting and communication on the status, progress and performance of the IT project portfolio.
- Facilitate the collaboration and coordination among cross-departmental project teams.
- Identify and manage the resource allocation and capacity planning for the IT project portfolio and ensure the optimal utilization of IT resources.
- Conduct post-project reviews and lessons learned sessions, identifies opportunities for continuous improvement of the IT project management processes and practices, operational support and IT software implementation lifecycle.
- Develop and manage requests for proposals (RFPs), lead the selection and procurement process, manage contracts, statements of work (SOWs) and vendor performance.
- Work with selected vendors to achieve successful implementation of projects within the portfolio as needed.
- Other duties as assigned.

Qualifications

- Possess a University degree in Computer Science, Information Technology, Business Administration or related discipline.
- Certification in Project Management (PMP, PRINCE2, Agile, etc.) is preferred.
- A minimum of five (5) years of experience in managing IT projects and portfolios in a large and complex environment.
- Proven track record of delivering IT projects of various sizes, scopes and complexities on time, within budget and with quality. Experience in processing and tracking invoices, ensuring accuracy and timely payments as per vendor contracts.
- Strong knowledge and experience in applying various IT project management methodologies, frameworks and tools, such as Waterfall, Agile, Scrum, Kanban, PMBOK, etc.



- Excellent leadership, communication, interpersonal and stakeholder management skills acquired through previous, progressive work experience at a supervisory or management level.
- Ability to think strategically, analytically and creatively and to solve problems effectively.
- Ability to work independently and collaboratively in a fast-paced and dynamic environment.
- Ability to negotiate and facilitate issue resolution.
- Understand system integrations to ensure seamless data sharing and interoperability between various IT applications and platforms.
- Ability to handle multiple tasks and competing priorities and adapt to changing demands, priorities and situations.
- Proficiency in LEAN methodologies would be an asset.
- Hands-on experience with project management applications and tools such as Microsoft Project.
- Highly self-motivated and directed, with keen attention to detail.
- Strong written and verbal presentation skills are essential.
- Previous municipal experience would be an asset.
- IMS 200 Certification or equivalent (ICS200) is considered an asset. Subject to course availability, certification must be achieved within the first year of employment.

To apply on-line, please visit the City of Brantford website at <https://careers.brantford.ca/> and click on **Current Opportunities**.

Closing date for applications: **Thursday, September 12, 2024, at 4:30 p.m.**

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.