

Job Title: Manager, Project Management Office

Requisition ID: 3060

Affiliation: Exempt

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday (subject to change)

Division: Project Management Office

Job Location: Fort McMurray

Salary: Competitive Salary

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 05/10/2024

Closing Date (dd/mm/yyyy): 27/10/2024

Posting Type: Internal and External

GENERAL DESCRIPTION:

The Manager, Project Management Office is responsible for providing program management expertise and leadership with respect to the Municipality's projects and initiatives. This involves working with other department leaders to develop, prioritize, and define projects and programs; establish and monitor frameworks, processes, and budgets; and lead a team of professionals to ensure the branch's assigned portfolios meet the Municipality's objectives and Strategic Plan priorities. Primary responsibilities include:

Leadership: Takes a lead role in developing, planning, and implementing innovative and practical approaches to organizational initiatives. Ensures staff are working proficiently in a productive environment, and that standards for project planning, support, and delivery are met. Recruits, trains, and mentors staff. Leads staff in the delivery of advice, recommendations, and decision support.

Departmental Management: Works closely and collaborates with the Project Management Office leadership team and other core internal and external teams to ensure that the Municipality's projects and initiatives are adequately supported. Researches, develops, and updates policies, procedures, and operational practices as it relates to project management for projects. Manages through direct involvement in daily operations, overall administration, budgeting, and strategic planning.

Leads and manages the administration of construction and engineering service contracts. Oversees construction progress on all projects, ensures quality control and environmental compliance, adheres to organizational policies and procedures, and reports on status of the program delivery.

Project Management Stewardship: Provides leadership within the department on the appropriate adoption and use of project management and governance principles. Ensures projects are developed according to industry and project management standards, best practices, and legislation. Monitors key performance indicators (KPI) and recommends improvements. Provides recommendations that are consistent, innovative, and strategic.

Anticipates, manages, and responds to complex issues, that may include political consideration, in an effective manner, while upholding confidentiality, displaying professionalism and the values of the organization. Prepares briefing notes, presentations, and reports to leadership and/or Council on assigned branch portfolios.

SKILLS REQUIREMENTS:

Candidates need to show evidence of the following:

- Demonstrated project management and strategic planning/implementation experience and the ability to take initiative and manage multiple projects simultaneously, including experience defining and tracking KPIs.

- Highly skilled in project risk management including the ability to identify, analyze, and mitigate risk using risk management best practices.
- Knowledge of all facets of strategic planning, evaluations, and analysis; including reporting on metrics and outcomes.
- Excellent leadership qualities which include the ability to empower, collaborate and work respectfully with all levels of staff, contractors, and consultants.
- Excellent interpersonal skills, with the ability to build relationships with diverse stakeholder groups such as industry, government, Indigenous groups, and members of the public.
- Ability to implement highly effective strategic direction in a fast-paced environment that is aligned with the business needs and strategic direction of the organization.
- Ability to use innovative approaches in situations involving rapid change, shifting priorities, and/or simultaneous demands.
- Knowledge of local government operations, including policy development, budgeting, and decision-making processes.
- Ability to operate within a politically sensitive environment and deal with sensitive and confidential issues.
- Ability to maintain composure, diplomacy, and a positive outlook during periods of stress in a demanding work environment.
- Advanced written and verbal communication skills and the ability to effectively prepare and present in a variety of settings.
- High proficiency in Microsoft Office programs (Word, Excel, PowerPoint, Outlook).

EDUCATION:

- Technical degree or diploma related to municipal infrastructure is required.
- A Project Management Professional (PMP) and/or a Program Management Professional (PgMP) designation, or a willingness to obtain, is preferred.
- An equivalent combination of education and work experience may be considered.

EXPERIENCE:

- Ten (10) years of progressive and relevant experience managing complex projects, with a minimum of five (5) years of experience as a leader.
- Experience working in a municipal environment with unionized and non-unionized employees is an asset.

OTHER REQUIREMENTS:

- Ability to provide a Criminal Record Check for review and acceptance.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per Section 2 of the Occupational Health and Safety Act, the incumbent shall ensure, while in the employ of the Regional Municipality of Wood Buffalo, the health and safety of employees, contractors, and the public.

This position is employed in a supervisory capacity. As such, the employee is required to obtain additional safety training in accordance with municipal procedures and directives.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**