

## Job Title: Program Planner, Project Management Office

**Requisition ID:** 3067

**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):**12/10/2024

**Closing Date (dd/mm/yyyy):** 03/11/2024

**Posting Type:** Internal and External

### GENERAL DESCRIPTION:

Under limited supervision, the Program Planner, Project Management Office (PMO) is responsible for the resourcing, planning, scheduling, and programming of the Municipality's projects and initiatives within the PMO department. The incumbent provides project management stewardship; identifies, supports, and advises on the resolution of difficult project control issues and project resource utilization; and defines, maintains, and ensures project management standards with the aim of creating efficiencies between projects and successful project delivery. Primary responsibilities include:

**Program Planning and Scheduling:** Work closely with the PMO leadership team and project teams to develop, implement, maintain, and control project plans, schedules, milestones, reporting on conformance with project requirements, and to establish baseline documents to provide ongoing monitoring. Using industry-standard scheduling software such as Primavera P6, this also includes developing, implementing, and maintaining project/program level schedules in a project management office environment with particular emphasis on a critical path leading from initiation to close-out.

**Program Reporting:** Analyze, evaluate, forecast, and report schedule status against an established baseline. Develop, maintain, and update detailed Critical Path Method (CPM) schedules. Ensure the schedules are in line with the current project status and scope of work. Monitor proposed vs actual contractor schedules, clearly documenting any delays or changes. Generate and analyze S-curves, and produce comprehensive reports as required. Assess the impact(s) of design/construction changes and schedule slippages. Accumulate and access historical data, such as performance experience, for use in maintaining a realistic basis for future planning and forecasting.

**Departmental Liaison:** Work closely and collaborate with each project lead. Develop effective scheduling reports, cost reports, cash flow reports and forecasts for multiple projects. Collaborate with project leads, PMO staff and other stakeholders to ensure that project schedules are aligned with overall project objectives. Provide guidance and support to planning/scheduling resources within the program while identifying potential risks or opportunities for improvement.

**Project Management Stewardship:** Provide leadership and training to team members ensuring the resolution of difficult project control issues. Lead and participate in interactive planning sessions and hold meetings with project teams to review and adjust preliminary schedules for initial distribution. Conduct schedule analysis to identify potential risks/opportunities for improvement while providing strategic guidance on scheduling matters.

### 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 program/project planning, scheduling, and analysis; including reporting on metrics and outcomes.
- Strong critical thinking skills, with ability to provide sound advice aligned with the strategic direction of the PMO.
- Ability to use innovative approaches in situations involving rapid change, shifting priorities, and/or simultaneous demands.
- Knowledge of budgeting and program/project 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 Primavera P6 along with Microsoft Office programs (Word, Excel, PowerPoint, Outlook).

**WORK EXPERIENCE:**

- Seven (7) years of relevant experience in a similar planning / project control environment is required.
- Prior experience in planning/scheduling, project cost management, estimating, and document control is required.

**EDUCATION REQUIREMENTS:**

- Technical degree, diploma, or journeyperson trade certification related to Municipal Infrastructure is required (i.e., Construction Management, Engineering or related discipline/trade).
- An equivalent combination of education and experience may be considered.

**OTHER REQUIREMENTS:**

- Provide a criminal record check as per organizational policy.

**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 not employed in a supervisory capacity. As such, the employee is not required to obtain additional safety training in accordance with municipal procedures and directives.

**To apply: Please visit our website at [jobs.rmwb.ca](https://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.**