



THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

Posting #NU 1.25

Position: Project Manager, Information Technology

Number of vacancies: 1

Job Code: 5ISPMI

Status: Permanent Full Time

Employee Group: Non-Union

Wage: \$89,748 - \$112,186 per annum (under review)

Division: Corporate Services

Department: Information Technology

Reports To: Director, Information Technology

Location: Simcoe, ON (combination of office and remote work as required)

Posting Period: February 5, 2025 – February 19, 2025

How to Apply:

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/DA1A193487>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcountycanada.ca/employment)



Basic Function:

Under the Director, Information Technology, the Project Manager, Information Technology is responsible for leading the needs analysis, procurement, and implementation of an Enterprise Resource Planning (ERP) system across our diverse departments in addition to other supporting the development and project management of various strategic initiatives as assigned by the Director, Information Technology. The Project Manager, Information Technology prepares policy and council reports involving research, analysis, evaluation, and the preparation of professional recommendations, providing advice and/or guidance to staff and Council on the broader implications as related to information technology and business needs, ensuring successful project delivery that enhances operational efficiency and service delivery.

Position Description:

Project Management:

- Coordinates, prepares and manages projects on a day-to-day basis by leading the planning, prepares request for proposals (RFP), terms of reference and scoping documents for projects, clearly defining project scope, objectives, implementation schedule, and deliverables on all assigned projects
- Develop comprehensive business cases, conducts research and analysis, project plans, including timelines, milestones, proposed budget and resource allocation.
- Ensure projects are delivered on time, within scope, and within budget.
- Facilitate project meetings, governance, stakeholder communications, and reporting to senior management.
- Coordinate project activities, resources, and tasks across multiple departments and functional areas within Norfolk County.
- Participates in the selection of and project manages consultants/consulting teams retained by the County to complete specific projects within an approved budget with approval/guidance from the Director, Information Technology.

Quality Assurance and Compliance:

- Ensure compliance with system implementation best practices, standards, and applicable regulations/legislation e.g.: MIFIPA, PHIPA, PIEPDA, etc. relevant to Norfolk County's operations.
- Conduct thorough testing, validation, and acceptance of system functionalities to ensure accuracy, reliability, and user satisfaction.

Business Analysis:

- Collaborate with stakeholders to gather and document business requirements, processes, and workflows.
- Conduct gap analyses to identify opportunities for improvement in current processes and systems.
- Translate business needs into functional specifications for technical teams.
- Supports the Director, Information Technology in the development, coordination, and/or preparation of long range plans, policies and special studies to guide projects to ensure alignment with the County's goals

Stakeholder Engagement:

- Act as a liaison between technical teams and business units to ensure alignment on project objectives and outcomes.
- Collaborate with key stakeholders, including senior management team, and end-users, to gather requirements, prioritize needs, and ensure alignment with organizational goals.
- Facilitate regular communication and updates to stakeholders on project progress, milestones, and potential risks.
- Prepare and present Council reports as required.

Risk Management and Issue Resolution:

- Identify potential risks, issues, contingency planning and obstacles that may impact project timelines or objectives.
- Develop mitigation strategies, escalate critical issues as needed, and proactively resolve challenges to keep the project on track.
- Conduct post-mortem analysis

Training and Support:

- Develop training materials and conduct training sessions for end-users on innovative solutions and related processes.
- Implement change management strategies to promote adoption of systems and minimize resistance to organizational changes.
- Provide ongoing support and guidance during and after the implementation phase.
- Participates with other County initiatives as part of technical teams as required.

Vendor and Consultant Management:

- Manage relationships with vendors, third-party consultants, and contractors to ensure adherence to project timelines, budget constraints, and quality standards.
- Evaluate vendor proposals, negotiate contracts, and monitor vendor performance throughout the implementation process.

Continuous Improvement:

- Assess project outcomes and identify lessons learned to inform future projects.
- Promote a culture of continuous improvement within the project management framework.
- Conduct regular research and reviews, understands, and critically analyzes new or pending legislation and regulatory guidelines and prepares comments internal discussion as well as reports for Council and Committees

Performs other duties as assigned.

Knowledge and Experience:

- Bachelor's degree in Business Administration, Information Technology, or a related field.
- Certifications in Project Management and/or Business Analysis (Project Management Professional (PMP); Business Analysis Professional (CBAP)) preferred.
- Over five (5) years of experience in project management and business analysis, preferably in the municipal or public sector environment.

- Proven experience in leading ERP implementations and/or managing large-scale strategic projects.

Skills and Abilities:

- Knowledge of project management norms and practices and demonstrated ability to plan and coordinate complex project work and deliverables, including project budget, scope, and timelines.
 - Strong understanding of project management methodologies, tools (PMP, Agile, etc.) and business analysis techniques.
 - Excellent communication, negotiation, and interpersonal skills.
 - Excellent verbal and written communication skills required together with excellent organizational skills analytical and project management skills to engage and build consensus across multiple diverse stakeholder groups.
 - Well-developed interpersonal skills, with the ability to work effectively with staff at all levels of the organization, including senior management, elected officials, the business community, and other external stakeholders.
 - Demonstrated customer service skills at a level to develop and maintain cooperative/ collaborative working relationships both within and outside the organization
 - Valid Ontario driver's license and access to a reliable vehicle.
 - Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act.
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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.