



Position Title: Project Management Systems and Processes Manager

Position Status: Full-Time Regular

Department: Project Delivery

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level P3A (\$123,587.51 - \$145,395.95 annually)

Our Project Delivery Department is seeking a Project Management Systems and Processes Manager who will lead a team and collaborate with staff across Metro Vancouver and with external partners and stakeholders to establish a corporate project management framework, including standards, tools and templates.

You are: A project management specialist who has experience with infrastructure projects and driving transformational changes in a large, complex organization. You are a self-starter who thrives on developing and building new systems and processes, while collaborating with cross-functional teams.

The Project Management Systems and Processes Manager reports to the Lead Senior Engineer.

This role:

- This role provides leadership in developing, implementing, and maintaining Metro Vancouver's corporate Project Management Information System (PMIS). Collaborates with internal staff and external collaborators to improve business processes through development of the Project Management Framework, which is a set of standardized project management tools, templates, and practices.
- Develops and executes change management plans to improve the adoption of new project management processes, preparing and delivering training as required.
- Supports the Division Manager in preparing and managing the annual budget and long range plans; monitors and controls spending ensuring the effective and efficient expenditure of allocated funds within the approved budget.
- Acts as a subject matter specialist to staff and provides sound and practical guidance for unusual or problem situations. Presents and/or participates in various senior level technical and working group meetings. May provide advice or recommendations to senior staff for Metro Vancouver Board or Committee reports and presentations.

- Reviews and evaluates existing business processes, practices, systems and tools related to project management. Compares and identifies gaps with industry best practices and makes recommendations for improvements; plans and implements changes to existing business processes and develops new business processes where appropriate.
- Hires, manages and supervises staff. Monitors team and individual performance towards division, department and corporate objectives. Ensures staff adhere to corporate workplace conduct policies. Leads, coaches and mentors staff recognizing the importance of leadership, supervisory and technical training. Develops and sustains a flexible workforce and encourages staff to pursue opportunities that complement their skills and experience.
- Performs other related duties as required.

To be successful, you have:

- Bachelor's degree or post-secondary diploma in project management, engineering, business administration, public administration or related discipline. 5-7 years of recent related experience in project and portfolio management for large utilities, or an equivalent combination of training and experience.
- Membership or eligibility for immediate membership as a Project Management Professional (PMP) is preferred.
- Sound technical knowledge, experience and understanding of project and portfolio management principles and utility management issues. Experience managing large public infrastructure projects is preferred.
- Demonstrated ability in the development and implementation of project and portfolio management business practices and processes and support systems. Strong understanding of project controls, scheduling, cost management, and reporting workflows is preferred.
- Familiarity with construction project and capital program management software systems such as Trimble Unity Construct (formerly known as e-Builder), Procore, Aconex, or similar platforms will be considered an asset.
- Excellent written and oral communication skills including well developed writing and presentation skills. Ability to communicate complex technical requirements and implications to diverse audiences; demonstrated ability to influence without authority.
- Sound budgeting and financial management skills. Ability to monitor budgets, meet financial objectives, forecast future expenditures and ensure the effective and efficient expenditure of allocated funds.
- Ability to work under broad direction and use significant independent judgment to problem solve where more than one option is possible. Demonstrated ability to research, analyze complex data and processes, interpret policy and problem solve. Ability to identify cost saving opportunities and address emerging and changing needs.
- Ability to build and maintain effective working relationships with internal and external contacts under circumstances that may be sensitive and highly stressful; expert relationship building skills and a demonstrated ability to work in a team oriented work environment. Ability to effectively deal with disagreements and prevent the escalation of conflict; ability to manage and respond effectively to emotional triggers in self and others.
- Demonstrated supervisory skills including the ability to mentor, coach and guide direct reports. Experience working in cross functional teams.
- Ability to meet timelines and objectives requiring persistence to overcome obstacles.

- Proficiency using Microsoft office programs, including Word, Excel, Outlook, PowerPoint, Visio and Project.
- Valid BC Class 5 Driver's License.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by October 16, 2025.