



Job Category: Managerial

Job Title: Head of Project Management Office

Application: For External Application

Date: March 2026

Lead with purpose. Empower your team. Advance our community projects.

At the City of Thunder Bay, **Our City Runs on People Like You**. Together, we're building a workplace where everyone belongs – where your leadership enhances lives, strengthens community, and supports the people delivering projects that advance key priorities in the community everyday.

This includes our Project Management Office team, where your expertise, vision, and values make a lasting impact. You will be part of a work environment that supports respectful interactions, meaningful opportunities to grow, and a culture that promotes well-being and collaboration.

Thunder Bay offers more than a fulfilling career. With its natural beauty, affordability, and strong sense of community, it's a city where you can grow personally and professionally.

Where You'll Make a Difference Every Day

You'll provide key leadership and oversight for the Project Management Office and direct complex, partner-led initiatives that deliver high priority projects in line with the City's Smart Growth Action Plan.

You'll provide strategic advice and recommendations on the implementation of key priority Smart Growth Action Plan initiatives.

Your oversight responsibilities will include both strategic and non-routine municipal decisions amongst other responsibilities.

Your unique leadership and ability to develop your team will help create a workplace where people want to stay and grow.

Whether you live in Thunder Bay, you're looking to return, or excited to make the City your new home, join a team where your skills, expertise, and presence is recognized, and make a real impact to our community.

How You'll Support the Team

In this role, you will:

- Establish and implement a corporate Project Management Office, including the development and implementation of city-wide project governance frameworks, standards, milestone reporting protocols, and risk oversight mechanisms to support major, complex, and partner-led initiatives across the organization.
- Provide enterprise-level strategic oversight and coordination for major Growth and corporate-wide projects requiring cross-departmental alignment, serving as the City's central point of accountability for governance, readiness, and structured decision making.
- Establish and apply consistent readiness, governance, and risk-management expectations for major initiatives, including standardized business case and decision-support frameworks, with planning and land-use assumptions informed by Development Services.
- Support clear, integrated reporting to senior leadership, Standing Committees, and City Council on the status, risks, and decision points associated with major initiatives.
- Identify and escalate material financial, operational, reputational, or delivery risks to the Commissioner – Growth, ELT and City Manager, as appropriate.
- Develop and maintain best practices for project management, execution, milestone tracking and project communications.
- Attend Standing Committee and City Council meetings as required, advising on matters related to major projects and Smart Growth Action Plan implementation.
- Provide leadership in establishing and advancing implementation plans for key actions in the Smart Growth Action Plan, working closely with the Commissioner, Senior Advisor – Growth, Director – Development Services, City Manager, and ELT.
- Lead the management of major City-enabled and partner-led initiatives that involve the strategic use of City land, Council-directed significant funding commitments, external partners, or long-term municipal exposure.

What You Can Count On With Us

We're proud to offer a workplace where your well-being, growth, and sense of purpose come first. As the Head of Project Management Office, you'll enjoy:

- A competitive salary that reflects your expertise
 - A matching pension plan to help you build long-term financial security
 - Comprehensive health, vision, and dental coverage, plus life insurance for peace of mind
 - Generous paid vacation and holidays, with the option to purchase additional leave days when you need more time off
 - Access to a confidential Employee and Family Assistance Program (EFAP) and wellness initiatives to support your overall health
 - Leadership development and tuition reimbursement programs, so you can continue to grow your skills and career
 - A culture of recognition and appreciation, with staff events and programs that celebrate your contributions
 - The opportunity to lead a dedicated and talented team, who are highly respected within the Corporation
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What You'll Bring to the Team

Here's what will help you succeed as the Head of Project Management Office:

- Degree in business administration, public administration, planning, engineering or related discipline.
 - A minimum of ten years of progressive management experience, preferably in a municipal government or public sector environment, with experience leading complex initiatives related to growth, infrastructure, land use, or major project implementation.
 - Must possess at least one recognized professional designation (PMP or equivalent, P.Eng., RPP/MCIP, or comparable professional accreditation).
 - Experience in complex project delivery, organizational leadership, and cross-departmental coordination within a public-sector environment.
 - Proven track record in leading cross-sector partnerships and building collaborative networks with business, academia, and other stakeholders.
 - Strong experience in government relations, particularly in working with senior levels of government to develop partnerships, secure funding and support initiatives aligned with Council priorities.
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Lead With Us - Apply Today

Ready to take the next step in your career journey? Join us at the City of Thunder Bay, where you'll support a dedicated team, and make a lasting difference every day.

Apply today at www.thunderbay.ca/jobs-head-pmo and start your next chapter with the City of Thunder Bay.

Belonging, Inclusion, and Your Privacy

The City of Thunder Bay is proud to be an equal opportunity employer. We encourage applications from Indigenous peoples, persons with disabilities, members of visible minority groups, women, and members of the 2SLGBTQ+ community. We are committed to a recruitment process and work environment that is inclusive and barrier-free.

If you need an accommodation during any part of the recruitment process, let us know — we will work with you to meet your needs.

For privacy and fairness, please do not include photos, ID cards, driver's licences, or police record checks with your application. These documents will only be requested if you're successful.