

Occupational Health & Safety Systems Project Manager

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

The City is making a transformational shift in how we approach Occupational Health and Safety (OHS), with a growing focus on leveraging emerging technologies, digital transformation, artificial intelligence (AI), automation, analytics and innovation to improve safety outcomes. As an OHS Systems Project Manager, you will lead and support technology-enabled initiatives that advance The City's safety strategy, including the development and implementation of an Emerging Technologies Framework. As an experienced Project Manager, you will work closely with internal and external partners to oversee projects from planning through implementation, tracking deliverables, schedules and budgets, and ensuring solutions align with The City's standards and business requirements. You will collaborate closely with the OHS Team to identify priorities, explore opportunities for innovation and continuous improvement. Primary duties include:

- Lead the development of business cases, project charters, plans, schedules, scope statements and identification of project deliverables, while aligning to the business unit's strategy. Provide recommendations and gain approval for change requests regarding deliverables, budget or schedule extensions.
- Work closely with Information Technology to ensure the systems align and can be integrated.
- Work within the project budget, manage risks, prepare mitigation plans, and implement actions.
- Provide direction to project team members, assign responsibilities, monitor progress, assess quality of work and provide feedback.
- Assess emerging technologies and innovation opportunities.
- Develop technology roadmaps aligned with business strategies.
- Evaluate AI, automation, analytics and digital transformation opportunities.
- Identify opportunities to improve business processes through technology adoption.
- Facilitate planning sessions, brainstorming, focus groups, and one-on-one meetings with the project sponsor, project team members and key interested parties such as external organizations/vendors.
- Develop and deliver presentations to staff at all levels of the organization. Provide project status updates and risk and mitigation strategies to staff, senior management, project team members, and the project sponsor.

Qualifications

- A degree in Business, Computer Science or a related field and a Project Management Professional (PMP) Certificate, and at least 5 years of experience leading and managing multiple multidisciplinary projects; OR
- A degree in Business, Computer Science or a related field and enrolled in the Project Management Professional (PMP) Certificate program, and at least 8 years of experience leading and managing multiple multidisciplinary projects.
- Occupational Health and Safety experience or a working familiarity with Incident Management Databases is an asset.
- Strong communication and negotiation skills to liaise with interested parties and vendors, and experience preparing and delivering high-quality reports and presentations for senior management or executives.
- Success in this role requires strong leadership and motivational skills to drive teams to achieve strategic business unit objectives under tight deadlines and competing demands.
- Ability to work independently under minimal supervision, while prioritizing work to meet critical deadlines.

Working Conditions: Office environment with occasional site visits.

Pre-employment Requirements

- A security clearance will be conducted.
- Applicants will be tested for appropriate skills.
- Successful applicants must provide proof of qualifications.

Position and Pay Information

Business Unit: Occupational Health & Safety

Union: CUPE Local 38

Position Type: 1 Temporary (up to 20 months)

Compensation: Pay Grade 13 \$50.92 – 68.15 per hour

Hours of work: Standard 35 hour work week

Days of work: This position works a 5-day work week with 1 day off in a 3 week cycle.

Location: 201 8 Avenue SE

Audience: Internal/External

Apply By: October 22, 2026

Job ID: 315432