

## Job Description

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<b>Job Title:</b>	HR Project Manager
<b>Department:</b>	Human Resources
<b>Reports To:</b>	Director, HR Projects, Technology & Analytics
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 9/10
<b>Effective Date:</b>	February 2022

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### **Primary Purpose**

The HR Project Manager is responsible for the effective execution and delivery of all assigned projects identified in HR's annual business plan and the Associate Provost Human Resources (APHR) portfolio. The position is responsible for initiating, executing, monitoring, and delivering projects that relate to specific transformational and HR strategic projects.

### **Key Accountabilities**

#### **Manage the planning and execution of all projects defined in the HR business plan and other initiatives as required.**

- Effectively manage and execute all assigned projects on scope, on budget and within defined timelines
- Manage and control the end-to-end process of capturing data for all key project documents, including but not limited to problem statements, business cases, project charters, business requirements, change requests, status reports, milestones, achievements, benefits, risk and stakeholder registers
- Support the development of robust business cases and lead the creation of project charters to ensure that the project's scope, benefits, impacts, costs and timelines are fully described thereby resulting in effective and efficient execution
- Provide consultative support to translate broad initiatives into operational projects for execution
- Manage work and information flow between project participants and inform sponsors and Director of HR Projects, Technology & Analytics of any challenges or new risks
- Manage project meetings, track action items, and ensure all items are completed based on defined project schedules
- Provide orientation and work direction to project team members
- Support the closing process for projects ensuring all documentation is made available for lessons learned and for the update of impacted processes, tools and templates.

#### **Create and maintain project schedules, APHR portfolio status reports and updates**

- Build and maintain APHR and HR technology master project/program schedules and Gantt charts, presenting status to the Director HRPTA bi-weekly
- Draft and manage assigned project schedules ensuring that milestones are completed on time
- Regularly update monthly APHR program and project status reports
- Provide assigned project status updates at weekly huddles and team meetings.

#### **Support the Director, HR Projects, Technology and Analytics in executing the Continuous Improvement (CI) framework across the institution**

- Execute and support University-wide continuous improvement (Lean) initiatives including training on methodology and tools

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- Assist in the development and execution of the continuous improvement framework and strategy for the campus community in alignment with strategic priorities
  - Member of the Waterloo CI committee, CI leadership and strategy subcommittee, and CI events subcommittee
  - Develop, execute, and facilitate CI workshops on campus
  - Co-manage all CI events and workshops
- Support HR process transformation initiatives and strategic project execution**
- Alongside the HR leadership team and APHR, support project identification, project prioritization and the creation and maintenance of the annual project roadmap, business plan and strategic plan as required
  - Create and maintain the APHR project portfolio status reports
- Build and maintain strong interpersonal relationships and gain consensus with all internal and external stakeholders**
- Facilitate the resolution of conflict that could arise due to resource, budget and scheduling challenges including progress to date, quality of issue management and/or miscommunication
  - Raise issues to the Director, HR Projects, Technology & Analytics for action inclusive of description of the issue, comprehensive analysis of options and recommendation for remediation
  - Ensures that the limited time available for collaboration adds significant customer value and contributes to value added activities.

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

#### **Education**

- Undergraduate degree with Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) designation
- PMP highly preferred and required for higher level grade
- Change management certification considered an asset

#### **Experience**

- 3-8 years' experience managing medium to large size projects including those on an organizational/institutional level with moderate to significant budget impact and scope
- 3-5 years' experience implementing all aspects of technology projects (business analysis, testing, development, training, procurement, budget, and contract processes)
- Demonstrated experience and success in leading multi-disciplinary teams and working with team members at all levels of the institution
- Business maturity and awareness with topics and matters that are confidential and sensitive
- Attitude and aptitude for continuous improvement and change management coupled with a pragmatic and flexible approach to getting things done
- Demonstrated experience producing high quality, error, and omission-free deliverables within tight deadlines
- Exposure and experience supporting projects using Waterfall, Agile and/or hybrid project methodologies

#### **Knowledge/Skills/Abilities**

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- Ability to work effectively in a team and independently to manage multiple and competing priorities, and to adapt to a changing environment
- Demonstrated project management skills supported by use of software applications, Microsoft suite including Excel, Word, Power Point, Project, Visio
- Excellent written and verbal communication skills including the ability to provide and present timely and relevant feedback/reporting to various stakeholders
- Ability to exercise leadership without formal authority while ensuring all projects are completed on time, on scope and on budget
- Demonstrated ability to apply new concepts, tools, and processes
- Negotiation skills (for roles, timelines, project scope, differences of opinion, etc.)
- Ability to effectively lead process improvement sessions including follow-up and execution of future state requirements
- Demonstrated budget and schedule management skills for medium to large cross functional multi-unit projects
- Other technical skills: Visio, MS Project, SharePoint, knowledge of lean principles (six sigma, lean, TQM), business analysis, business process improvement, process mapping

### Nature and Scope

- **Contacts:** Internally, communicates with employees in all groups and departments and at all levels to resolve issues related to area of responsibility.
- **Level of Responsibility:** Manages highly technical and non-technical projects of varying size and budget including HR and campus wide initiatives that may have institutional scope and impact. Proactively brings forward risks and execution challenges to the Director, HR Projects, Technology & Analytics for remediation.
- **Decision-Making Authority:** Accountable and responsible for effectively managing assigned projects end-to-end and escalating any concerns regarding project planning and execution to the Director, HR Projects, Technology & Analytics. Supports the Director, HR Projects, Technology & Analytics with annual and quarterly planning to ensure all projects stay on track, are resourced effectively and risks are known and mitigated. The incumbent will support the completion of up to 25 projects per year some of which have significant budgetary impact and will require close monitoring.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions, typical of a position exposed to deadline pressures, multiple priorities, and accountability.