

## 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
<b>Effective Date:</b>	March 2020

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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 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 HR leadership with 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 the HR leadership team 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.

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

- Execute and support University-wide continuous improvement (Lean) initiatives including training on methodology and tools;
- Assist in the development and execution of the continuous improvement framework and strategy for the campus community in alignment with strategic priorities;
- Provide hands on facilitation support to campus departments and stakeholders seeking process improvement support

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- Member of the Waterloo CI committee, CI leadership and strategy sub committee, 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 AP HR, 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 AP HR 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 CAPM (Certified Associate Project Manager) designation preferred, PMP or equivalent experience with PMP designation. Lean or six sigma experience is required.

#### **Experience**

- 2-4 years experience managing medium to large size projects including those on an organizational/institutional level
- Demonstrated experience and success in leading multi-disciplinary teams
- 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.

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

- 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

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- 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:** Managers 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.
- **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 and accountability.