Job Description

Job Title:	Project Manager
Department:	Office of the President
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 12
Effective Date:	December 2022

Primary Purpose

The Project Manager (PM) is responsible for leading and managing projects and/or initiatives in the Office of the President under the direction of the Administrative Officer and the Executive Director. The PM is responsible for partnership development, communication, and collaboration across diverse stakeholders. Projects and initiatives range from any area of the Office of the President related to ongoing activity, such as at PVP, Executive Council to University-wide transformational projects that include multi-stakeholder management. The PM is expected to demonstrate diversification within their roles, as they are sometimes asked to assist with administrative functions, change management, research and reporting, continuous improvement, and other activities to ensure success.

The PM is ultimately responsible for the success of the project/initiative, and accountable for applying scaled processes and techniques to manage the work required. The Project Manager is accountable for managing and coordinating multiple initiatives.

Key Accountabilities

Project / initiative management

- Leads and manages projects and initiatives through scaled project initiation, planning, and execution
- Develops, monitors, and supports projects and initiatives
- Liaises to establish clear, concise agreed upon project/initiative objectives/goals/vision, benefits, scope, and success criteria
- Ensures alignment of outcomes and requirements with University and Unit strategies
- Demonstrates accountability to sponsor for visibility, management, and variances within schedule and scope
- Directs and/or coordinates work to enable appropriate allocation of resources
- Establishes realistic plans that proactively plan for and manage risks, issues, tasks, schedules, communications, quality, benefits, procurement, and delivery of solution(s) throughout the project/initiative life cycle
- Manages project constraints (schedule, scope, resources), dependencies, and priorities
- Demonstrates strong analysis, problem solving, and conflict resolution skills towards diverse issues
- Establishes and follows appropriate change processes to enable informed decision making
- Removes obstacles and escalates to management, when appropriate
- Monitors and reports progress appropriately to interested and impacted stakeholders
- Ensures appropriate decision making occurs according to timelines and milestones
- Maintains project/initiative integrity and coherence

- Understands and adheres to university policies and procedures as they relate to assigned projects/initiatives

Organizational change leadership

- Understands, assesses, and manages change and complexity in a dynamic environment to ensure stakeholders are ready and enabled to adopt change
- Leads and evolves appropriate change throughout project/initiative lifecycles
- Represents the Office of the President and University's best interests with objectives and decisions for assigned initiatives
- Collaborates with other members in the Office of the President and across relevant teams

Project / initiative management continuous improvement

- Understands and remains current with project management best practices
- Facilitates activities and/or processes for new projects/initiatives
- Understands and incorporates change management techniques to recognize resistance and ensure buy in towards the implementation of new initiatives
- Evolves the understanding and communication of project/initiative roles and responsibilities and how they may relate to other areas of expertise
- Collaborates with relevant stakeholders in support of continuous improvement

Project / initiative consultation

- Creates an environment of shared purpose and collaboration
- Motivates and manages project/initiative stakeholders
- Offers strong, effective communication skills to enable facilitation, negotiation, information flow, buy in, and engagement
- Builds stakeholder relationships based on trust and integrity
- Ensures appropriate representation and/or collaboration on initiatives with other areas of expertise. Analyzes existing projects/initiatives and initiates opportunities for improvement to enable success
- Consults and builds persuasive consensus to provide recommended solutions towards complex problems

Project / initiative recovery

- Engages appropriate stakeholders, particularly the Executive Director and President, and other senior leadership as applicable
- Analyzes initiatives in trouble through the application of specific analysis and problem-solving skills and expertise to identify issues and offer appropriate recommendations
- Confidently tackle complex issues with senior leadership, and stakeholders
- Oversees management of projects, making appropriate changes to ensure project recovery
- Escalates and facilitates discussions for difficult and often complex decisions to be made to recover the initiative
- Negotiates and collaborates with senior leadership for changes that need to be made
- Resolves complex conflicts that arise

**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

- A master's degree, or equivalent post-secondary education and/or related experience required
- Project Management Professional (PMP) certification is required

Experience

- Minimum of 5-7 years' experience project management and proven ability to align work priorities
- and realize strategic goals.
- Minimum of 3 years' experience in an academic environment.
- Minimum of 2 years' experience in supporting senior leadership in complex initiatives in a multi-stakeholder environment.
- Experience with project planning, stakeholder engagement, metrics tracking, and outcome analysis.
- A track record of successful and progressive improvement on metrics.
- Experience with developing strong relationships that are sustainable over time.

Knowledge/Skills/Abilities

- Outstanding oral and written communication and interpersonal skills, including excellent presentation skills and the ability to be an articulate complex information clearly
- Demonstrated commitment to the core values of respect, equity, diversity, inclusion, and anti-racism
- Ability to manage competing and changing demands with ease
- Ability to work on confidential and sensitive matters with tact and discretion
- Ability to manage challenging conversations with stakeholders
- Ability to work independently or in a team setting, with diverse individuals
- Intermediate Microsoft Office skills (Word, Excel, PowerPoint)

Nature and Scope

- **Contacts:** : Internally works directly with the Executive Director and may work closely with staff within the Office of the President and within the portfolios reporting to the President, and other senior leaders. Engages Human Resources, Faculties, EDI-R Office, Indigenous Relations Office, IAP, Secretariat, and others as needed.
- **Level of Responsibility:** : Incumbent is responsible for achieving success for their assigned projects and initiatives by building effective, collaborative relationships with the stakeholders and project team members, managing a project/initiative throughout its life cycle, using appropriately project management methodologies, processes, and tools, and adapting to evolving needs while still ensuring the project/initiative is managed appropriately based on size and complexity.
- **Decision-Making Authority:** Accountable and responsible for decisions related to deliverables for assigned projects, coordinating, and facilitating project decisions throughout the project life cycle to achieve successful project/initiative deliverable(s). Accountable and responsible for the escalation of any issues, risks, or concerns regarding assigned projects/initiatives that are beyond the authority of the Project Manager. Accountable for presenting recommendations to be considered for escalated decision-making. The Project Manager is expected to be self-directed, independently sourcing and analyzing internal and external information and data to support the mandate of the Office of the President
- **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 senior position exposed to stress and pressure associated with a dynamic environment of changing priorities, tight deadlines and competing priorities impacting multiple stakeholders. This position will be in contact with a wide variety of people at all levels of responsibility and must maintain excellent relationships. This requires excellent personal and communication skills.