

Job Description

Job Title:	HR Project Coordinator
Department:	Human Resources
Reports To:	Director, HR Projects, Technology & Analytics
Jobs Reporting:	None
Salary Grade:	USG 7/8
Effective Date:	November 2020

Primary Purpose

The HR Project Coordinator provides support with all project management activities including gathering information from users and a variety of other sources while contributing to the entire project lifecycle under the direction of the Director, HR Projects, Technology & Analytics. The position is responsible for developing, coordinating and implementing all tasks that relate to specific transformational, HR strategic and HR technology projects.

Key Accountabilities

Supports the HR Project Manager, the Director HR Projects, Technology & Analytics, and the HR leadership team with the planning, management, execution and monitoring of projects within the APHR portfolio:

- Coordinate/manage small to mid-size technology and nontechnology projects in the APHR portfolio under the direction of the Director HR Projects, Technology & Analytics and/or the HR Project Manager;
- Co-ordinate 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 and the HR Project Manager with the development of robust business cases and charters to ensure that the project's scope, benefits, impacts, costs and timelines are fully described thereby resulting in effective and efficient execution;
- Manage work and information flow between project participants and documents;
- Coordinate meetings, draft minutes and action items and ensure action items are completed in a timely way;
- 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.

Develop, maintain, review and ensure accurate and timely completion of project documentation

- Maintain project documentation including detailed project schedules, risks, change management and communications activities and notifies HR Project Manager, and the Director, HR Projects, Technology & Analytics of variances from project plans;
- Update project sites (MS teams, SharePoint, MS planner, Jira) and/or Confluence for each initiative with relevant supporting documentation ensuring documentation is kept regularly up to date;
- Assist with the production of end user documentation to support change management activities and overall communication;
- Maintain the master document list and ensure links to documents are kept up to date and controlled.

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Support HR transformation initiatives and campus wide continuous improvement initiatives

- Coordinate and participate in HR transformation initiatives, continuous improvement events and projects including the creation of presentations and documentation to support project execution for HR leadership;
- Support the HR Project Manager and project team members with the creation and improvement of processes, procedures, and tools in collaboration with HR staff.

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.

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 inadequate status reporting, disagreement on 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;
- Ensure 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.

Experience

- 2+ years' as a successful project coordinator or project manager with experience leading technology or non-technology projects preferably in higher education or a service environment
- 2+ years' experience using MS project to coordinate or lead projects at an intermediate level
- Exposure and experience supporting projects using Waterfall, Agile and/or hybrid project methodologies
- Demonstrated experience effectively using multiple software applications, Microsoft suite including Excel, Word, Power Point, Project, Visio, JIRA MS Teams and Confluence

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;
- Intermediate knowledge of Microsoft Project including resourcing, burndown, costing and leveling
- Ability to research, gather, analyze and synthesize multi-source data and produce clear and precise outputs, reports, and recommendations;
- Excellent written and verbal communication skills including the ability to provide and present timely and relevant feedback/reporting to various stakeholders;

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- Ability to exercise leadership without formal authority and work in a team environment;
- Business maturity and awareness with topics and matters that are confidential and sensitive;
- Demonstrated ability to apply new concepts, tools, and processes;
- Attitude and aptitude for continuous improvement and change management coupled with a pragmatic and flexible approach to getting things done; independently or in a team setting;
- Demonstrated experience producing high quality, error and omission-free deliverables within tight deadlines.

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:** Participates in all aspects of project management within HR; however has defined duties and responsibilities under the direction of the Director, HR Projects, Technology & Analytics and HR Project Manager for overall program/project management.
- **Decision-Making Authority:** Accountable and responsible for coordinating 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.