

JOB POSTING

Project Services

POSITION TITLE: Senior Project Manager
REPORTS TO: Manager, Project Services
LOCATION: Toronto
LANGUAGE: English

OVERALL ACCOUNTABILITY:

This Project Manager role shall function as a senior member of the Project Services team, reporting to the Manager, Project Services.

Project Services team members are responsible for ensuring the success of all initiatives within SOCAN's Project Portfolio. This responsibility includes managing project planning and execution, budget estimation, timeline development, availability & readiness of project resources, environmental readiness, testing, product approval, project delivery and tracking. Project Managers ensure that projects are consistently executed according to the SOCAN Project Management Framework.

In addition to the above, this role will include responsibilities related to advancing best practices and tool adoption for the Project Services Team in order to achieve improvements in overall service levels. This includes identifying and implementing team process improvements, championing clear communication to the organization as a whole, and assisting and advising the rest of the team to ensure consistency.

RESPONSIBILITIES:

Work under the direction of the Manager of Project Services in conjunction with operational managers to:

- Ensure project delivery meets business case objectives of scope, budget, timeline and quality.
- Ensure consistency of quality, structure and clarity of all project deliverables.
- Fulfill the role of Program Manager when required by SOCAN's portfolio of projects. This entails overseeing a series of related projects to ensure they have proper governance, coordination, communication and decision-making processes.

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- Consistently apply Project Management best practices, policies and procedures to all projects according to the SOCAN Project Management Framework while leveraging Microsoft's Project Server
- Support the team of Project Managers using coaching and mentoring to effectively apply PM best practices to SOCAN's environment
- Ensure project teams are trained and coached with respect to SOCAN's Project Management Framework.
- Anticipate, monitor and resolve project issues, risks and disputes. Exercise initiative to solve problem and exercise judgment to leverage escalation channels, where required.
- Monitor and report project progress to Sponsors and other Stakeholders.
- Act as the project's liaison for Portfolio Management activities
- Other ad-hoc analysis, report preparation and duties as required

QUALIFICATIONS:

- >7 years of progressive experience managing large system implementation projects with project budgets exceeding \$1MCdn/ > 20 project team members in a technical or business environment
- Advanced Portfolio and Program Management knowledge coupled with experience leading multiple concurrent projects or project phases.
- Exceptional communication and presentation skills – both written and oral
- Demonstrated team building skills with a proven ability to work independently
- Demonstrated leadership initiative and accountability.
- Superior understanding of System Development Life Cycle (SDLC) with particular focus on Quality Assurance
- Strong experience with contract development, negotiation and on-going vendor management.
- Strong Risk Analysis management, knowledge and experience
- Strong estimation, planning and decision analysis skills
- Strong analytical/critical thinking skills
- Advanced proficiency in use of Microsoft Office products – Word, Excel, Power Point, Visio, MS Project
- Experience leveraging Microsoft Tools (e.g. SharePoint, Project Server, Team Foundation Server)
- Previous SDLC leadership experience outside of project management (either functional or technical)
- Previous experience mentoring and coaching teams and peers

ATTRIBUTES:

- Possesses a collaborative leadership style. This requires strong listening skills, developing good working relationships, and the ability to lead by example.
- Exceptionally organized. Able to find a clear path to achieve results amidst a fast-paced environment with multiple concurrent projects in progress.



- Critical thinker. Constantly evaluating information to ensure it is valid. Able to effectively challenge people when they appear to be making unfounded assumptions.
- A pragmatic attitude to project scope development and implementation
- Fact-based assessment of project outcomes
- Able to facilitate sound decision making. Knows how to build consensus across multiple stakeholders.
- Able to effectively summarize detailed, complex information for management and executives
- Focus on the delivery of customer value for projects that meet or exceed customer needs
- A self-starter who is high on initiative, conceptual and forward thinking

EXPERIENCE/EDUCATION:

- Project Management Professional (PMP) designation from PMI preferred
- Related post-secondary computer science or business degree preferred

IS THIS JOB RIGHT FOR YOU?

Qualified applicants are invited to apply in writing to Human Resources, Sara Smolej – Toronto Office in **English**, and include a recent copy of your resume. Please email your resume to: hr@socan.com

SELECTION:

Skills may be tested and selection will be based on factors such as past performance, previous related experience and alignment of personal skills and attributes to those required to perform the job.

ACCESSIBILITY:

SOCAN is committed to providing accommodations for disabilities. If you require an accommodation, we will work with you confidentially to meet your needs. Please direct any accommodation requirements to the HR department to ensure your accessibility needs addressed.

WORKWEEK:

X 5 DAYS

DEADLINE:

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Applications must be received in Human Resources by **5:00pm Friday, October 13, 2017.**