



IDENTIFICATION

Department	Position Title	
Finance	Senior Project Manager – IMT	
Position Number	Community	Division/Region
15-14181	Yellowknife	Application Services/HQ

PURPOSE OF THE POSITION

The Senior Project Manager – IMT manages the risk, quality and progress of Information management and technology projects to organizational standards, and ensures projects are completed on time, on budget, to quality standards and within agreed scope.

SCOPE

Located in Yellowknife and reporting to the Team Lead - Project Management Services, the Senior Project Manager is responsible for the management of large often complex projects, typically (but not exclusively) involving the development and implementation of information systems and solutions to meet identified business needs, acquiring and utilizing the necessary resources and skills, within agreed parameters of cost, timescales, and quality. Services are delivered on behalf of all GNWT departments and NWT Housing Corporation and can range in cost up to \$3M.

The incumbent is a subject matter expert on project management and ensures the effective execution of information system development and implementation projects to meet identified business needs through the adoption and adaptation of the organizations project management methodologies based on the context of the project and selecting appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approaches.

The incumbent interacts with and influences colleagues and has working level contact with clients, vendors and partners. It may make decisions which impact the work assigned to individuals or phases of projects including the work of staff in other departments. The

position understands and collaborates on the analysis of user/client needs and represents this in their work.

The incumbent performs a range of work, often complex and non-routine, in a variety of environments requiring the application of a methodical approach to issue definition and resolution.

The position operates independently under limited direction, using individual discretion in identifying and responding to complex issues and assignments. It receives general direction, accepts guidance and has work reviewed at agreed milestones. The position holder uses its discretion to determine when issues should be escalated to a higher level.

The incumbent fully understands the importance of cyber security and privacy to their own work and the operation of the organization. The position seeks specialist security and privacy knowledge or advice when required to support their own work or work of immediate colleagues.

The position plans, schedules and monitors its own work and the work of project team members (including staff outside of their immediate authority) and vendors within limited deadlines and according to relevant legislation, standards and procedures.

RESPONSIBILITIES

1. The definition, documentation and successful completion of complex projects (typically with significant business, political, or high-profile impact, and high-risk dependencies).

- Adopts and adapts project management methods and tools, selecting appropriately from plan-driven/predictive approaches or more adaptive (iterative and agile) approaches.
- Ensures that effective project control, change control, risk management and testing processes are maintained.
- Monitors and controls resources, operations and maintenance costs and capital costs against the project budget and schedule.
- Ensures adherence to quality standards and review of project deliverables
- Manages expectations of all project stakeholders.
- Effectively monitors and maintains financial records and tracking of project budgets and component costs.

2. Managing stakeholder engagement.

- Implements stakeholder engagement/communications plan.
- Deals with problems and issues, managing resolutions, corrective actions, lessons learned and the collection and dissemination of relevant information.
- Collects and uses feedback from clients and stakeholders to help measure effectiveness of stakeholder management.
- Helps develop and enhance customer and stakeholder relationships.

3. Provides sourcing and contracting support services.

- Reviews business cases (requirements, potential benefits and options) and determines appropriate procurement routes, for example, requests for proposals, tenders.
- Using market knowledge to inform specifications, ensures detailed pre-qualification questionnaires and procurement invitations are prepared.
- Collects and collates data to support collaboration and negotiates terms and conditions to reflect the scale of requirements and encourage good performance.
- Evaluates procurement responses based on specification and evaluation criteria, prepares acceptance documentation and advises on contracts and service level agreements.

4. Oversees the management of contracts and 3rd party vendors / suppliers.

- Oversees and measures the fulfillment of contractual obligations.
- Uses key performance indicators (KPIs) to monitor and challenge performance and identify opportunities for continuous improvement.
- Develops strategies to address under-performance and compliance failures, including application of contract terms.
- Identifies where changes are required, evaluates the impact, and advises stakeholders about the implications and consequences for the business and/or the procurement element of programs/projects.
- Negotiates variations and seeks appropriate authorization.
- Actively supports and engages with experts and stakeholders to ensure continuous improvements are identified through review and benchmarking processes.
- Develops and implements change management protocols.

5. Supervises project teams.

- Allocates project work and tasks to project team.
- Monitors progress against agreed quality and performance criteria.
- Acts to facilitate effective working relationships between team members.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

This position undertakes work on which there are client expectations for quality and timely completion of initiatives. The Senior Project Manager will be under pressure to deliver projects leveraging resources which are not under their direct control (including staff from other Departments). Travel to regional and vendor offices may be required from time to time. Overtime will be required from time to time to meet critical milestones, and fulfil commitments to clients and stakeholders.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert knowledge of Project Management practices such as those described in the Project Management Body of Knowledge (PMBOK);
- Working knowledge of Business Analysis practices such as those defined by the International Institute of Business Analysis (IIBA) Business Analysis Body of Knowledge (BABOK Guide);
- Working knowledge of the software development lifecycle, as well as the various methodologies including predictive (plan-driven) approaches or adaptive (iterative/agile);
- General knowledge of software development methods, practices and processes;
- General knowledge of standard budgeting and accounting concepts and techniques;
- Thorough understanding of other recognized generic industry and specialist bodies of knowledge as necessary;
- Thorough knowledge of the Government of the NWT and is able to apply the knowledge effectively in unfamiliar situations and actively maintains own knowledge and contributes to the development of others;
- Ability to rapidly absorb new information and applies it effectively;
- Communicates fluently, orally and in writing, and can present complex information to both technical and non-technical audiences;
- Proven ability to effectively facilitate collaboration between stakeholders who share common objectives;
- Ability to maintain an awareness of developments in the industry and select appropriately from applicable standards, methods, tools and applications, taking responsibility for driving own development;
- Knowledge of IT service management concepts such as those described in ITIL;
- Proven ability to implement standard project management concepts;
- Experience with project management and project portfolio management software and tools;
- Demonstrates an analytical and systematic approach to issue resolution;
- Ability to assess and evaluate risk project and business risk;
- Proven ability to lead teams including coaching, motivation and performance management;
- Has a sound generic, domain and specialist knowledge necessary to perform effectively in the organization typically gained from recognized bodies of knowledge and organizational information;

- Demonstrates effective application of knowledge and takes action to develop own knowledge;
- Has an appreciation of the wider business context;
- Contributes fully to the work of teams. Appreciates how their own role relates to other roles and to the business of the ISSS or client;

Typically, the above qualifications would be attained by:

Completion of an undergraduate degree in computer science, management information systems or business with 4 or more years of directly relevant and progressive experience in a project management role delivering information system or technology enabled projects.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous Language:

- Required
- Preferred