



IDENTIFICATION

Department	Position Title	
Finance	Project Manager - IMT	
Position Number	Community	Division/Region
15-8113	Yellowknife	ISSS-Solution Services/ HQ

PURPOSE OF THE POSITION

The Project Manager - IMT coordinates 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 Project Manager is responsible for the management of small to medium sized projects. These, typically (but not exclusively) involve 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 the Housing NWT and can range in cost up to \$1M and have some organizational financial and reputational risk.

The incumbent is a seasoned project management practitioner and ensures the effective execution of information management and technology development and implementation projects to meet identified business needs. This is achieved through the adoption and adaptation of the organization's project management methodologies based on the context of the project and selecting appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approaches.

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



departments.

The position is aware of the need to collaborate within the team and represent the user/ client needs.

The incumbent performs a range of work, in varied environments requiring the application of a methodical approach to issue definition and resolution.

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

There is a requirement for security and privacy in 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 within limited deadlines and according to relevant legislation, standards and procedures.

The incumbent fully understands the importance of 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.

RESPONSIBILITIES

1. The definition, documentation and successful completion of small and medium projects (typically with some organizational and financial-risk dependencies).

- Applies organizational 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 manages expectations of all project stakeholders.
- Ensure adherence to quality standards and review of project details.
- 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.
- Uses 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.
- Implements 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.
- 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 involving client expectations, quality and timely completion of initiatives. The Project Manager will be under pressure to deliver projects leveraging resources which are not under its 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 fulfill commitments to users/clients and stakeholders.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Project Management practices such as those described in the Project Management Body of Knowledge (PMBOK).
- Knowledge of Business Analysis practices such as those defined by the International Institute of Business Analysis (IIBM) Business Analysis Body of Knowledge (BABOK Guide).
- Knowledge of the software development lifecycle, as well as the various methodologies including predictive (plan-driven) approaches or adaptive (iterative/agile).
- Knowledge of software development methods practices and processes.
- Knowledge of standard budgeting and accounting concepts and techniques.
- Knowledge of the Government of the NWT and ability to apply the knowledge effectively in unfamiliar situations and actively maintains own knowledge and contributes to the development of others.
- Knowledge of IT service management concepts such as those described in ITIL.
- Knowledge of project management and project portfolio management software and tools.
- Generic, domain and specialist knowledge necessary to perform effectively in the organization typically gained from recognized bodies of knowledge and organizational information.
- Understanding of other recognized generic industry and specialist bodies of knowledge as necessary.
- Communication skills both verbal and writing and the ability to communicate complex information to both technical and non-technical audiences.
- Analytical and systematic approach to issue resolution skills.
- Ability to implement standard project management concepts.
- Ability to assess and evaluate risk leveraging guidance from ISO 31000.



- Ability to lead teams including coaching, motivation and performance management.
- Ability to facilitate collaboration between stakeholders who share common objectives.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of an undergraduate degree in computer science, management information systems or business with 2 years of relevant and progressive experience as a member of a project team lead by a seasoned project manager. Knowledge of Project Management practices either formally through certification training or working as a project manager is a requirement.

Equivalent combinations of education and experience will be considered.

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: Select language

Required
 Preferred