

Senior Corporate Project Advisor

Corporate Planning

Competition number: 217-2019-EXT-CP**Closing date: 07/24/2019****Job type:** Permanent Full-time**Department:** Corporate Planning**Pay range:** \$91,328 to \$114,169 per year**Hours:** 35 hours per week

The Senior Corporate Project Advisor administers and manages the corporate Project Portfolio Management (PPM) framework, including processes, business rules, and technology, to enable delivery of approved initiatives across the organization. This work directly supports and enables the preparation and execution of Corporate Business Plans. The role will coordinate PPM processes, provide guidance on portfolio management methodologies and implement a corporate project portfolio reporting framework focused on providing Council, Executive and senior leaders with timely information for the management of all approved initiatives across the organization.

Responsibilities

- Lead and manage the Project Portfolio Management framework, including processes, business rules, role definitions, and enabling technology
- Lead the continual improvement of corporate PPM capabilities through the strategic implementation of a Capability Roadmap, including collaborating with stakeholders and subject matter experts (SMEs) across the organization
- Create, plan, and lead projects to deliver additional PPM capabilities
- Coordinate process for project approvals, progress reporting, and evaluation of project outcomes
- Lead the operations of the corporate project management office
- Lead the development and maintenance of organizational project management standards, including methodologies, processes, and supporting tools and technology
- Create, plan, and lead initiatives to deliver identified improvement opportunities in organizational project management
- Collaborate with individual stakeholders and SMEs, and external service providers, to develop mutually beneficial solutions for stakeholder-specific project management solutions
- Provide guidance and advice to project leaders throughout the organization on the planning, kick-off, and execution of their projects
- Support the Manager and other senior representatives in achieving the goals of the branch and Corporate Planning

Skills and Abilities

- Expert knowledge and experience in project management concepts and techniques, and approaches for effective project team leadership
- Knowledge and experience in Project Portfolio Management concepts and techniques
- Strong critical thinking, problem solving and analytical skills
- Strong presentation, consultation, facilitation, and influencing skills
- Knowledge of information technology concepts and principles, both generally and specific to project portfolio management platforms, including thorough understanding of development, implementation and enhancement of applications and systems
- Knowledge and experience in change management principles and practices

- Strong demonstrated planning, organization, leadership and supervisory skills
- Ability to work independently as well as lead and contribute effectively within a team environment
- Proficient with business productivity software, computers, and information systems such as Microsoft Office Suite, and Microsoft Project and Project Online.
- Awareness of relevant legislation governing the municipal business environment

Qualifications

- Project Management Professional (PMP) designation or equivalencies
- Minimum 7 years of experience as a senior project manager
- Degree in Business, Commerce, or Information Technology or equivalent combination of education and experience
- 3-5 years' experience as a senior program/portfolio manager would be considered an asset
- Designation as a Portfolio Management Professional (PFMP) would be considered an asset.
- Certification or equivalent training in Organizational Change Management would be considered an asset

Equivalencies of education and experience may be considered. In addition to providing a dynamic working environment, we offer a competitive salary and benefits package.

To apply, please go to: <https://www.strathcona.ca/council-county/careers/opportunity/217-2019-ext-cp/>

This competition may be used to fill future vacancies for similar positions within the next 6 months.

Competition #217-2019-EXT-CP closes July 24, 2019

Thank you for your interest in Strathcona County. We only contact candidates selected for interviews.

A cover letter must be submitted along with a resume describing the interest in this position.
