

Looking for a career with purpose and passion?

Director, Project Management IT Office – Perm Full Time
Ministry of Saskbuilds and Procurement
Regina, SK

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future

Delivering a fresh approach to managing procurement, and IT infrastructure services across government, the [Ministry of SaskBuilds and Procurement](#) is committed to enabling Ministries to deliver efficient, quality services that the public expects and deserves from its government. The Ministry is committed to excellence and innovation, to uphold a constructive workplace culture, and to serving the people of Saskatchewan.

The Opportunity

The Citizen Centric Delivery Branch of the Information Technology (IT) Division has a great opportunity for an experienced and strategic leader with strong communication skills for the permanent full-time position of **Director, IT Project Management Office** based in Regina.

Reporting to the Executive Director, Citizen Centric Delivery Branch, this position is responsible for creating a strategic and successful IT Project Management Office (PMO). This position will ensure the successful delivery and maximum return on all projects within the enterprise portfolio. All government IT projects will be controlled and implemented using a consistent framework that drives results while managing risks effectively. This is a vital leadership role that combines highly effective team leadership and stakeholder management abilities with astute business and information technology acumen.

Key Responsibilities:

- Ensures that IT projects across government are executed effectively and efficiently with a consistent approach;
- Develops and sustain the IT Project Management framework and capability at the Government of Saskatchewan;
- Lead a team of senior staff and consultant Project Managers, providing leadership and coaching the team members and supporting their ongoing development;
- Oversight and proactive analysis to ensure the PMO project portfolio is successfully delivered within appropriate quality, timeline and budget requirements.
- Oversee resource planning and capacity management across all functional areas within ITD;
- Establish, maintain, and govern project management methodology and project templates;
- Oversee adherence to the project methodology, and appropriate completion and control of documentation and deliverables;
- Oversee the development and provide accurate and timely ongoing project and portfolio level reporting for the organization;
- Oversee the development and deliver integrated program roadmaps and plans;
- Ensure effective governance of projects and management of risks, with overall responsibility for the successful delivery of IT initiatives and projects;
- Establish a framework to maintain alignment with executive governance committee portfolio processes and reporting; and
- Introduce a disciplined Agile methodology to the PMO.

This role will also be accountable for redesigning the IT Project Management Office to improve delivery of projects across the enterprise in the digital era, managing the IT portfolio of projects, developing and maintaining project management methodologies, standards and tools, ensuring effective governance of projects, providing accurate and timely project portfolio reporting, and driving continuous improvement in the project management practice.

The Ideal Candidate

The ideal candidate for this position will be a results-oriented leader with strong verbal and written communications skills, who will demonstrate:

- Outstanding leadership experience with senior-level direct reports;
- Stakeholder management and change management experience in a dynamic organization, dealing with multiple stakeholders in a complex project environment in order to deliver projects and institutionalize project management best practices;
- Influencing skills and ability to drive organizational change to facilitate solutions on complex opportunities;
- Proven experience with Agile and Waterfall delivery methodologies;
- Strong knowledge of budgeting and resource allocation practices;
- Expertise with Microsoft Project Online;
- Experience leading and coaching Project Managers responsible for large transformational projects as well as multiple projects simultaneously;
- Strong interpersonal, verbal and written communication skills with a professional attitude and the ability to handle sensitive issues and information tactfully and diplomatically;
- Ability to synthesize complex problems into issues that can be clearly communicated and resolved;
- Ability to handle multiple projects and prioritize competing demands in a dynamic, complex, and fast-paced environment;
- Excellent problem-solving skills combined with being detail-oriented; and
- Self-motivated and pro-active, with respect to both managing workload and professional development.

Typically, the knowledge and experience required to achieve the above would have been obtained through a post-secondary degree, with over 8 years of related leadership experience; Project Management Professional Designation is required with a proven and outstanding leadership experience.

Candidates are asked to clearly describe in their cover letter and resume where they have acquired the knowledge and the skills required for success in this position. Candidates will be screened on the basis of this information.

What We Offer

The Ministry of SaskBuilds and Procurement offers dynamic and challenging work for talented individuals in an environment that supports innovation, creativity and diversity. In addition, the Saskatchewan public service offers a number of employment advantages such as:

- A competitive salary
- Comprehensive benefits package including pension
- Vacation, scheduled days off (SDO) and other types of leave
- Inclusive work environments
- Advancement opportunities

NOTE - This position was previously posted, we ask that applicants who previously apply, do not need to re-apply as their applications are still under review.

Closing Date: November 14, 2021

Competition Number: INF002898

For more information on this and other opportunities in the public service, visit
saskatchewan.ca/careers
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