

Project Manager, Process Improvement Job Number: 32037

[Listen to this brief interview](#) with Michelle Flesjer, General Supervisor, Project Management Centre of Excellence, as she describes what's in store for you as a member of her team.

Are you someone who loves and understands **process**? An individual who can gather a variety of requirements from various stakeholders? Have the ability to research best practices and help create/facilitate/collaborate construction project management processes? Do you know the **project management principles**, both in theory and practice?

The Project Management Centre of Excellence (PMCE) mandate is to advance project management knowledge and maturity within the Integrated Infrastructure Services Department and the City of Edmonton through the key areas of project management knowledge, processes/practices and systems.

You will be **accountable to plan, execute, and control projects to improve project maturity** to support capital project delivery and ensure business outcomes are improved. As an advocate of and agent for change, this role challenges the status quo by **objectively** assessing areas for improvement, identifying areas of best practice and transforming process and service delivery to be more efficient and effective.

Project Management and Execution

- Manage projects or initiatives to improve project delivery outcomes and enhance project management maturity within the organization.
- Manage, monitor, and report on progress and project/initiative health
- Support strategies for the development of project managers within the department
- Communicate and engage with various stakeholders through facilitated meetings and presentations

Change Management and Continuous Improvement

- Contribute to the design, implementation and continuous improvement of project management processes and practices through process development and maturity assessments
- Works with internal and external stakeholders to develop and implement change management strategies that will enhance the probability of program success and achieve optimum business value
- Regularly monitors the implementation of enhancements and solutions to assess objective achievement and realization of expected benefits

Leadership

- Lead multi-disciplinary teams consisting of consultants, contractors, business partners and stakeholders.
- Foster a culture of collaboration and desired cultural commitments (Safe, Helpful, Accountable, Integrated and Excellent) amongst project team, across the department, and beyond
- Ensures work and projects abide by applicable City OH&S standards and guidelines.

Qualifications:

- Degree in Construction, Engineering, or Project Management.
- 5 years of progressively responsible experience in a combination of:
 - strategic and business process planning
 - project management and construction delivery
 - business process development (PMBOK) and implementation
- Strong project management skills including an understanding of project management methods and techniques (PMBOK best practices)
- Demonstrated experience and capacity to manage complex projects and execute multiple deliverables that require strong leadership, initiative and change management
- Demonstrated experience with project **leadership, strategic initiatives, analytics and process management** to drive excellence in project performance
- Proven skills in establishing and maintaining effective relationships internally and externally
- Demonstrated ability to create an environment of **accountability** by tracking and monitoring performance for following standard processes. (i.e. maturity assessments)
- Knowledge and understanding of construction processes related to architectural, civil, structural, mechanical, electrical, and/or landscaping disciplines
- Strong oral and written communication skills, including technical and contractual communication, report writing and presentations
- Experience managing and working with external consultants
- Ability and willingness to delegate and empower others
- Holds staff and peers accountable for their contributions and impact to culture.
- Candidates may be tested

Asset

- Certificate/Designation in Project Management (PMP)
- Demonstrated experience in using a variety of analytical, facilitation and consultative techniques to determine business process and change requirements to support organizational business goals (ie., PROSCI)
- Leadership and project management experience within a public sector environment

We are an equal opportunity employer.

We welcome diversity and encourage applications from all qualified individuals.

Up to 1 permanent full-time position

Hours of Work: 33.75 hours per week

Salary: \$80,769 - \$102,059 (Annually)

Recruitment Consultant: OP/VL

Closing Date: Mar 16, 2018 11:59:00 PM (MDT)

TO APPLY:

<https://recruitment.edmonton.ca/job/CITYA000C1004/Project-Manager-Process-Improvement>



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