



## **Manager, Project Opportunity Governance – Business Transformation, PMO**

**Integrity. Accountability. Respect. Common sense. Caring.**

CWB Financial Group (CWB) is not your typical bank – we take a deeply personalized approach to our business and in our core values. Taking the time to understand our clients’ goals and aspirations allows us to use a full-picture view in the type of support, guidance and service needed to help them cultivate a successful financial future.

Our employees are more than just numbers – we are proud of the welcoming and open culture that invests in our people. CWB has many major projects and operational initiatives underway at any given time. If these are managed inefficiently, many of these projects will struggle to meet their objectives and benefits defined. We are looking for a Project Steering Committee (PSC) Manager to define, maintain and facilitate CWB’s PSC mandated governance processes and alignment with the Project Management Office’s Project Management Delivery Framework. This will mean assisting the Senior AVP, PMO in leading the establishment, communication rollout, training support, and management of processes and tools to effectively meet the yearly PSC mandate needs.

### **Key Focuses:**

- Tool management and assisting the Department Owners in developing 3-year business department roadmaps with associated rolled up resourcing and cost estimate views
- Facilitation of Project Opportunity prioritization and selection, including requested Business Case development for PSC review
- Benefit realization metric definition and facilitation of final reporting
- Development and presentment of resource capacity forecasting views (uncommitted vs. committed)
- Facilitation of project summary status reporting
- Development and presentment of PSC Monthly Dashboard Reporting

### **Responsibilities:**

- Understand the needs of PSC members and contribute to their success in meeting the PSC mandate with PSC Governance processes that are simple to use and deliver value in enabling the desired outcomes.

- Support the PMO team by providing regular updates on PSC meeting agenda topics being presented and outcomes that need action by the PMO team, including communication of selected, prioritized, and approved project opportunities with their applicable budgets, resourcing estimates, and supporting materials.
- Assist with advising and collaborating with the Sr. Manager, PMO on the best use of project management disciplines and approaches in support of PSC governance, including development of a PSC enhancement roadmap for support practices, processes, and tools/templates.
- Ensure client and user impacts are identified and validated throughout the PSC Governance practices implemented, including implementation of effective processes to define and facilitate PSC reviews of project benefit realization reporting.
- Define and maintain the processes and tools necessary to effectively apply consistent cost (Capital and NIE) and resource estimations upfront as part of the business roadmap, project opportunity, and business case development steps, which adequately fulfill the resourcing needs of projects once approved for PMO implementation.
- Assist and advise teams of the best use of project management disciplines and approaches in support of the project opportunity or operational initiative.
- Support project stakeholders in forecasting short and long term project resource allocations and cost forecasts, including adjustments based on emerging business or technical opportunities and challenges.
- Act as a reference point for PSC process questions and information and work closely with the Sr. Manager, PMO to advocate for best practices in project management.

#### **Essential Education and Experience:**

- An undergraduate degree in project management, business, commerce, information technology or a related discipline.
- Project Management Professional (PMP) required.
- Minimum of five to eight years of hands-on project management experience through robust Software Development Life Cycles (SDLC)/methodologies, preferably in the banking or financial industry.
- Clear understanding and minimum of five years of experience in developing and maintaining PMO governance frameworks and/or associated governance structures in supporting the presentment, selection, and prioritization of large multi-departmental, vendor engaged, and enterprise level programs/project opportunities, demonstrating the ability to foster effective support processes for steering committee decision making.
- Proven experience in providing service to internal stakeholders to achieve successful project and support structure outcomes.
- ITIL Foundations Certification, Organization Change Management (OCM) certification, and/or PRINCE 2 ideal, but not required.

### **Essential Personal Competencies:**

- Understanding of project delivery and acceptance processes within a fast-paced business environment.
- End to end knowledge of all aspects of project management processes and best practices, including Organizational Change Management and operational excellence strategies.
- Advance skill in use of program/project management software, tools and techniques.
- Exercises excellent problem solving and demonstrates strong decision making, sound judgment, and assertiveness skills.
- Excellent oral and written communication skills as well as excellent presentation skills with ability to conduct presentations comfortably to large groups.
- Experienced user of Microsoft Project, Project Management Tools, and Microsoft Office toolset (SharePoint, Word, Visio, Excel (charting), and PowerPoint (dashboards)).
- Advanced leadership, analytical, communication, written, interpersonal, and negotiation skills are required.
- High degree of organization and ability to multi-task and shift priorities.
- Strong relationship building and interpersonal skills with a collaborative approach, able to produce effective results across multiple and diverse stakeholder groups at all levels of an organization.

### **What you will get from us:**

- The opportunity to make a difference - our culture thrives on idea-sharing, collaboration and the ability to create impact
- Rewarding, enterprising and engaging atmosphere where you will be able to see your contributions at work.
- Understanding balance: We know our people have places to go, people to see and good times to have when they're not at work and we support that.
- An award-winning benefits packages that includes 100% company-funded health coverage (dental, vision and prescriptions), health care spending account, a flexible wellness program and cwbalance day (extra day off with pay!).
- Company ownership: Every employee has the opportunity to be an owner with our employee share purchase plan (ESPP).
- The majority of our branches enjoy a Monday-Friday daytime schedule.
- Our commitment to your success and development: On-going career conversations and personalized professional growth opportunities.
- Competitive salary and pay for performance incentives.
- Continual learning opportunities and professional development training to grow your talent and realize your aspirations and potential.

**Diversity:**

CWB is an equal opportunity employer. We are motivated by the new perspectives diversity can bring to our workforce. Inclusion and advocacy for a diverse organization can bring excellence at all levels of our business. Regardless of race, religion, color, gender, sexual orientation, age, disability or any other factors unrelated to job performance, we are looking for difference makers. We are committed to providing equitable treatment to all employees and job applicants.

**How to apply:**

Please visit <https://www.cwbcareers.com/career-opportunities/opportunities/position-details?id=3883> to submit your application.