

## Project Manager Job Number: 32490

Working as an agent for Business Performance and Customer Experience and the City Operations Department leadership team, the Project Manager will deliver on projects through guiding and leading an integrated, multi-disciplinary team composed of staff from across the Department and corporation.

The Project Manager has the authority and competence to lead projects and make operational decisions. This includes leading staff who report in other areas and the ability to make budget and schedule decisions within a delegated scope of authority. The Project Manager is accountable for the successful delivery of the assigned projects. This includes owning the responsibility for every deliverable, objective and outcome of the project; exercising influence, utilizing collaboration, communicating effectively to others interested in the work, mediating issues and focusing on problem solving.

### Project Management and Execution

- Lead project teams and ensuring projects are delivered on time, on budget and within scope
- Manage the planning & design and/or delivery of projects including operational/strategic initiatives, resource and financial management
- Define the project goals, objectives and planned deliverables in order to fulfill the requirements of the Project Owners and Project Sponsors
- Manage, monitor and report on progress and project health through detailed plans and schedules
- Monitor and manage risk to the projects as well as to the City and its reputation
- Use project management tools, systems and best practices to deliver projects efficiently and effectively
- Plan and implement robust and proactive stakeholder engagement plans, activities and processes

### Change Management and Continuous Improvement

- Contribute to the design, implementation and continuous improvement of project management processes and practices
- 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

### Leadership

- Chair and/or participate in liaison and steering committee meetings, site meetings and other project related meetings
- Management of methodology, City policies, processes and procedures, as well as regulatory and legislative requirements
- Foster a culture of collaboration and desired cultural commitments (Safe, Helpful, Accountable, Integrated and Excellent) amongst project team, across the department, and beyond
- Lead multi-disciplinary teams consisting of consultants, contractors, business partners and stakeholders
- Develop and steward relationships that support the success of the projects

### Qualifications:

- University Degree in Business Administration, Public Administration, or related discipline
- 5 years progressively responsible experience in project management for complex projects, strategic and business process planning, risk and issue management and leading the full life-cycle of projects
- Strong project management skills including an understanding of project management methods and techniques (PMBOK best practices)
- Demonstrated experience leading multi-disciplinary teams in the delivery of projects
- Demonstrated experience with project leadership, strategic initiatives, analytics and process management to drive excellence in project performance
- Proven planning, organizational and problem solving skills
- Demonstrated ability to create an environment of accountability by tracking and monitoring performance for following standard processes. (i.e. maturity assessments)
- Strong conflict resolution and negotiation skills with experience in solving complex and sensitive issues
- Strong verbal and written communication skills, including facilitation, report writing and presenting
- Demonstrated ability and willingness to develop strong relationships and work in a collaborative, integrated manner
- Experience managing and working with external consultants
- Ability and willingness to delegate and empower others

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***We are an equal opportunity employer.  
We welcome diversity and encourage applications from all qualified individuals.***

*Up to 1 temporary full-time position for up to 11 months*

**Hours of Work:** 33.75 hours per week

**Salary:** \$45.846 - \$57.931 (Hourly)

**Recruitment Consultant:** GS/MZ

**Classification Title:** Strategic Planning Analyst II

**Posting Date:** Mar 28, 2018

**Closing Date:** April 11, 2018 11:59:00 PM (MDT)

**Number of Openings (up to):** 1 - Temporary Full-time

**Union :** CSU 52

**Department:** Customer Experience and Service Design (City Operations)

**Work Location(s):** 15th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4



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