

Senior Project Manager

At AFSC, we recognize that the key to our success is our people. As a progressive and rapidly changing organization, we continue to develop and nurture our reputation as a great place to work and are always looking for skilled individuals to join our team in our Lacombe Central Office.

RESPONSIBILITIES:

Reporting to the Senior Manager of Portfolio and Project Management, the Senior Project Manager (PM III) provides leadership, coordination, planning, direction and supervision of projects across AFSC to achieve project goals and objectives within scope, time, quality and budget. Through collaboration with executives and senior management, the role is expected to manage complex projects in a results driven manner that demonstrates understanding of the implications of the work to the corporation as a whole. The incumbent is expected to take a leadership role in continuous process improvement and the mentorship and development of more junior resources. The successful applicant will:

- Plan, organize, manage and execute complex projects using waterfall or agile project management methodologies;
- Liaise with senior stakeholders to translate high level concepts to a project team to develop a project plan with defined scope, schedule and budget;
- Exercise the appropriate level of independence and judgement through monitoring and controlling to execute on a project plan to a predetermined level of quality, all while ensuring a deliberate transition at project closeout;
- Be comfortable in questioning the strategic alignment, outcomes, objectives and benefit of a project with management;
- Pro-actively investigate issues and forward to senior management with an understanding of their impact on corporate goals;
- Lead the continuous improvement review of processes and tools utilized within the Portfolio and Project Management Office;
- Contribute ideas and define priorities into tactical planning process;
- Conduct training sessions and lead the PM community of practice;
- Mentor junior Project Managers, project leads and project team members;
- Provide advice and guidance on PM principles and process to others in AFSC;
- Provide facilitation and planning services to others in AFSC.

Competencies

Technical

- Advanced level of knowledge of Project Management practices and methodologies
- IT knowledge and experience
- Knowledge and understanding of Organizational Change Management concepts and practices
- Knowledge and understanding of Benefits Realization
- Advanced level of knowledge and understanding of Program and Portfolio Management practices and principles
- Ability to use AFSC's desktop suite of software including: Excel, Word, Outlook, PowerPoint
- Familiarity with project management software tools such as Microsoft Project
- Familiarity with Microsoft SharePoint

Enabling

- Ability to explain and present complex issues in an easy to understand manner; identify the "root cause" of each issue, describe alternative solutions and understand the pros and cons of each issue in a broad context
- Ability to write reports, on a wide range of complex topics that may require input from many sources in the Corporation in a clear and concise form and in a style that recognizes the audience
- Ability to influence others and participate in the development of best practices, standards, processes, etc. on areas outside of the PMO (e.g. System Development Lifecycle)
- Ability to motivate project teams in understanding and fulfilling corporate strategic directions
- Ability to illicit information/feedback/input from others and be comfortable making decisions based this information
- Ability to make decisions and exercise sound judgment in difficult situations or on complex issues with limited time or information and with minimal supervision
- Ability to think conceptually/strategically, understand the environments (how the project fits into other priorities of the AFSC) and determine a course of action
- Passionate about "getting things done" and focus on the outcome

QUALIFICATIONS:

- Post-secondary education in a related field;
- 6 years' related experience, with demonstrated leadership experience in managing, supervising or leading a team;
- Project Management Certification (e.g. PMP);
- IT Experience is considered a preferred asset.

For those not meeting the minimum education, additional related work experience may be considered as equivalencies.

Pro-active in continued professional and personal skill development is an ongoing expectation.

SALARY:

\$7,675 – \$9,585 per month