

JOB DESCRIPTION

Position Title: Business Change Project Manager

Department:

Job Status: Fixed-term 9-12 months, Full-time. A self-employed contractor may also be considered

Reports To: National Executive Director

Manages: Transition Manager x 2

Position Summary

As directed by the National Executive Director, the Business Change Project Manager is responsible for developing and implementing the Fit to Deliver project using recognised project and change management principles in order to ensure successful delivery and optimise project benefits and outcomes. The Project Manager will have several project strands to manage and co-ordinate, with some requiring full project and change management disciplines. These work streams will contribute to the overall Fit to Deliver project. The Project Manager will be required to build relationships with Board members and committee members, divisional entities (staff and board members) and potentially, external organisations and government departments in order to maintain knowledge and awareness of the wider policy landscape, including opportunities for further cost saving and business improvements

Duties and Responsibilities

Under the supervision of the National Executive Director the duties and responsibilities of the Business Change Project Manager include, but are not limited to, the following:

- Plan and implement project actions covering all aspects of the Fit to Deliver proposal, using appropriate recognized techniques (e.g. process mapping, problem solving, analysis, change management, project management) in order to improve organizational processes and performance.
- Be responsible for the production of the required project management documentation, including but not limited to appropriate documentation for due diligence, and processes to initiate, plan, implement, monitor and change the project.
- Ensure the project is kept on track, within scope and on budget.
- Through the delivery of an agreed communications plan, maintain active stakeholder management.
- Be responsible for the management of project risks, issues, and dependencies, including opportunities for mitigation. Ensure risks and issues are escalated where appropriate and be responsible for initiating corrective action where necessary to ensure successful delivery of the project.
- Provide support to the Transition Managers within the team in order to ensure that available resources are utilized to optimal effect and that change issues are identified and resolved in a managed fashion.
- Provide business/situational analysis and develop recommendations to the Senior Management Team, such as identifying and developing business process improvements opportunities, or identifying and developing alternatives to support business decisions;

Other

- Other duties as assigned.

Minimum Requirements

1. A minimum five to seven (5-7) years' experience in a professional support function in a fast-paced environment, dealing with moderately complex issues;
2. Post-Secondary education in a related field such as business administration. Other professional related training and development
3. General understanding of not-for-profit work environment, and key business processes, and general working knowledge of project management methodologies, and relevant human resources policy;
4. Proven ability to make decisions and establish priorities under conflicting demands;
5. Ability to successfully influence and communicate at all levels with internal/external customers and the ability to demonstrate leadership to stakeholders within a project governance context;
6. Ability to understand and manage the interdependencies of individual project strands within an overall transformation project and to maintain awareness of the bigger picture;
7. Advanced communication skills, in both written and verbal English;
8. Ability to communicate in French seen as an asset;
9. Detail oriented, well organized, able to manage time and multi-task to accomplish a series of tasks, with conflicting priorities and timelines;
10. Good project management skills to coordinate and lead a variety of initiatives;
11. Project manager practitioner certificate or equivalent seen as an asset;
12. Advanced level PC skills (MS Office 365: Excel, Word, PowerPoint, Outlook, SharePoint)
13. Ability to work both independently, as well as to play a leadership role in building a cohesive team; and
14. Ability to deal with confidential materials in an appropriate manner.

Key Relationships

This position interfaces with internal and external contacts:

- *National Board of Directors (in particular members of the Steering Committee);*
- *National Executive Director, Senior Management Team members & national staff.*
- *Divisional Presidents and Divisional Board members;*
- *Executive Directors (ten Divisions) & staff;*
- *Other: legal, financial and regulatory support agencies and contractors; other Not-for-Profit partner organizations.*

Working Conditions

- Work normal business hours (35 hours flexible) but may be required to do some work in the evenings or outside normal working hours;
- Able to work on a computer for long periods of time;
- Required to work in a busy, open area office and remotely;
- Required to spend long hours concentrating which will require attention to detail and high levels of accuracy; and
- Required to meet a number of deadlines which may cause stress.