



## JOB DESCRIPTION

### JOB DETAILS

**Job Title:** Enterprise Project Manager

**Job ID:** Band331

**Classification:** Group C

**Classification Date:**  
(MM/DD/YYYY)

**Branch:** Portfolio and Project Management Office

**Unit:** ITS-Portfolio and Project Management Office

**Reports to:** Assistant Director, Portfolio Solutions

**Security Screening:** Yes

**Union/Excluded:** Excluded

### BRANCH DESCRIPTION

The Portfolio and Project Management Office (PPMO) branch provides enterprise portfolio and ITS divisional business services to support the execution of strategic plans, service delivery plans, corporate and operational initiatives. Services include IT business services support, project and program planning and delivery through traditional and agile practices; project, program and portfolio processes and standards management and quality assurance; portfolio planning, portfolio balancing and optimization, portfolio financial management, governance, risk management and reporting.

### JOB SUMMARY

The Enterprise Project Manager is required to manage large scale, complex/high risk business and/or Information Technology projects using traditional (PMI's PMBOK) principles following disciplined change management practices (e.g., Prosci-ADKAR).

The Enterprise Project Manager will be required to use a traditional project management approach (PMI PMBOK) and disciplined change management methodologies (e.g., Prosci-ADKAR) to manage key aspects of the projects including change management, risk, stakeholder management, status reporting, financial management, etc.

The Enterprise Project Manager is responsible for following a disciplined change management practice and may be required to manage multiple projects of varied complexity simultaneously. Their prime responsibility is to ensure project changes are managed and the required scope is delivered within the required standard of quality and within the specified constraints of time and cost.

The Enterprise Project Manager operates within broad parameters, established by corporate business plans and Trustee Board committed dates, and is accountable for the success of assigned projects. Given the scope of this role, the Enterprise Project Manager must be familiar with broad business and technical planning, and capable of management changes, leading, partnering and coordinating multiple initiatives. The Enterprise Project Manager has expertise in senior level planning, project management, implementation, and change management practices as well as exposure to agile scrum practices. This position advises senior management and executive on appropriate implementation plans and outcomes. The Enterprise Project Manager must effectively establish and maintain complex working relationships across business area boundaries to ensure that the project(s) plans meet the goals, objectives and mandate of the business areas and that the changes are cooperatively accepted by the business area(s).

### JOB RESPONSIBILITIES

- Manages a large project or multiple small/medium scale projects simultaneously. Develops, implements and manages plans to achieve a specific scope of work driven by the objectives of the project, or the program or portfolio the project is part of.
- Delivers the project scope on time, on budget and within the required quality. Ensures all deliverables meet defined requirements.
- Responsible for all aspects related to project planning, including stakeholders identification, development of work plans, schedules, sprint backlog, sprint planning, quality plans, risk management plans, communication plans and change control plans, etc.
- Responsible for all aspects of project execution, including maintenance of logs and registers (issue and action logs, risk register, etc.). Facilitates issue resolution.
- Responsible for working with the Release Manager to ensure proper planning of software releases and alignment within the overall enterprise release plans.
- Responsible for identifying required resources and/or resourcing issues.
- Manages 'quality' of all deliverables (i.e. making sure the right people are providing feedback on the content; making sure all deliverables are completed and signed off).
- Manages change within the project using the appropriate processes and approvals.
- Handles all contractual aspects related to the project: development of Statement of Work, purchase orders, price quotes and other contractual materials as part of scheduling and deploying of external resources.
- Ensures risks are identified, monitored and managed to achieve minimal disruption to the project delivery and success.
- Provides communications and status reports tailored to the target audience (management, project team, etc.). Reports status on a regular basis. Facilitates project meetings (Working Groups, Status Meetings, Daily Scrum, etc.).
- Performs all the necessary activities required to properly close a project, including completing the closeout report, gathering of lessons learned, sprint retrospective, etc.

- Builds and manages relationships with key stakeholders, at all levels of the organization.
- Leads the delivery team; drives desired professional behaviors and motivates the team to the required levels of performance and ensure that team resources have the best conditions to perform successfully.
- Coaches and mentors others in the Project Management Community. Acts as mentor to junior PMs and Project Administrators.

## EDUCATION

### Degree/Diploma Obtained

### Program of Study

- Post-secondary degree in Computer Science/Engineering, Business, Project Management or related field.
- PMP certification or equivalent project management certification.
- Agile certification (PMI-ACP certified and/or Certified Scrum Master, etc.) is an asset.
- Change management certification (e.g., Prosci-ADKAR) is an asset.
- An equivalent combination of education, training and experience may be considered.

## EXPERIENCE

### Years of Experience

### Type of Experience

- Five years of experience as a project manager using traditional project management methodologies such as PMI's PMBOK or equivalent.
- Six years of experience with software development, implementation and/or operation of custom, COTS, SAAS software applications using various SDLC (Software Development Life Cycle) methodologies
- Experience working with Agile principles and practices (e.g. SCRUM).
- Experience working with Change Management methodologies (e.g., Prosci-ADKAR)
- Experience leading projects to comply with legislative or mandated rule changes

## KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of agile and traditional project management tools (e.g. MS Project, Jira, etc.).
- Sound verbal and written communication including the ability to deliver presentations to various audiences at all levels of an organization.
- Excellent stakeholder relationship building skills.
- Knowledge of formal Change Management methodologies (e.g., Prosci-ADKAR)
- Strategic and analytical thinking, problem solving abilities and time management skills.
- Demonstrates excellent judgment, decision making and problem solving skills.
- Able to juggle multiple projects with a high attention to detail

## CORE COMPETENCIES

### Enabling & Inspiring L2 - Leading Others

Motivating, supporting and enabling others to succeed.

- Encourages and values others' input.
- Enables others to demonstrate their competence and capability.
- Coaches and supports others to realize their full potential.
- Empowers others to take initiative and try new approaches.
- Diffuses workplace tension or conflict to enable a productive workplace.

### Leadership Courage L2 - Leading Others

Saying and doing the right thing despite potential risk.

- Demonstrates awareness of when to influence and when to be influenced.
- Asks challenging questions in a respectful/constructive manner.
- Addresses challenging situations in a timely and direct manner.

### Insight & Impact L2 - Leading Others

Understanding self and others in order to be a positive influence as a leader.

- Considers others' viewpoints and needs when formulating a persuasive rationale.
- Considers others' potential responses.
- Demonstrates authenticity by sharing own thoughts, feelings and experiences as appropriate.
- Remains calm under pressure to help others cope.

### Navigating Change L3

Supporting self and others through change and transition and enabling successful transformation in work products and processes.

- Creates a culture that encourages change, innovation and improvement.
- Applies change management models, principles and practices.
- Translates change strategies into specific direction and focus.

- Adapts existing goals, plans and processes, or develops new ones to respond effectively to the change.
  - Removes barriers to change.
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### **Embracing Learning L2**

Contributing to a learning culture by developing self and supporting others to acquire skills and improve performance.

- Gathers feedback from various sources to identify own strengths and weaknesses.
  - Pursues challenging experiences beyond current position to add value in own area.
  - Helps others identify learning needs to meet current job requirements.
  - Provides honest, timely, clear and specific feedback to others.
  - Ensures people are provided appropriate training within available budget and resources.
  - Encourages people to reach their full potential.
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### **Accountability L3**

Holding self and others accountable to deliver on commitments and to achieve desired results.

- Establishes standards and measures to achieve desired results.
  - Allocates resources and assigns responsibilities to achieve organizational objectives.
  - Supports others in driving behavioural and performance expectations.
  - Entrusts others with responsibility for achieving results.
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### **Inspiring Trust L3**

Inspiring confidence by demonstrating integrity and building credibility.

- Brokers healthy relationships across the organization to further the achievement of business goals.
  - Promotes dialogue and shared understanding on business issues.
  - Communicates complex issues clearly and credibly with varied audiences.
  - Confidently and effectively expresses contrary opinions and own perspectives.
  - Accepts alternate perspectives in support of business interests.
  - Models trust in others to do their jobs.
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### **Decision Making L2**

Enabling progress by resolving issues and supporting others in taking calculated risks and making decisions.

- Involves the right people in the decision making process.
  - Makes decisions by weighing several factors, some of which are partially defined with missing pieces of information.
  - Uses sound business sense to make decisions.
  - Considers risks when identifying or recommending options.
  - Provides context and rationale for decisions.
  - Provides information to others to support decision making on complex issues.
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### **Organizational Focus L2**

Aligning work priorities, processes and practices to achieve the strategic direction.

- Optimizes processes or practices to support the achievement of organizational goals.
- Helps team members understand the broader vision and how their work is aligned.
- Identifies broader implications of proposed positions, options and approaches.
- Makes connections between situations and patterns to improve decision making.
- Recommends approaches to address issues with a longer term perspective.