Update

Ministry

Technology and Innovation

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Project Manager

Current Class

Program Services 4

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Information Management Technology (IMT) Project Management Services provides oversight and coordination for IMT initiatives to ensure projects are delivered according to specified scope, deliverables, budget and schedule.

The IMT Project Management function utilizes project management methodology and governance tools to manage resources and stakeholder engagement, ensuring effective project delivery and the achievement of key business objectives.

The Project Manager oversees complex multi-year corporate projects involving cross-government stakeholders with impacts to interdependent service lines. This position leads project teams, staff and stakeholders to deliver project outcomes aligned with IMT strategic vision, priorities, and goals.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Strategic Project Management

- Oversees complex multi-year projects involving a wide variety of stakeholders, interdependent service lines and resources
- Provides advice and guidance to senior management according to project design, asset management and project implementation plans
- Coordinates and deploys resources according to strategic objectives
- Oversees the implementation of work plans to ensure projects are implemented according to client needs, budget constraints and specified timelines
- Conducts post-implementation reviews (PIRs) to gather performance feedback and lessons learned for future initiatives

Coordination of Enterprise Projects

- Ensures cross-ministry project planning, integration and implementation is aligned with IMT Strategic Roadmaps and GoA direction
- Manages enterprise IMT projects throughout the project lifecycle, including: project charter development and planning, project requirements and specifications, resource and personnel allocation and deployment and communications dissemination

Project Governance

- Oversees the establishment of a project governance framework to define project deliverables, roles and responsibilities and stakeholder engagement plans
- Implements and integrates project management methodologies, tools, processes, policies and guidelines to ensure strategic alignment with IMT priorities and objectives
- Ensures alignment with industry project management methodologies and processes (i.e. Agile, PMBOK)

Quality Assurance and Compliance

- Monitors project performance, quality and cost metrics
- Conducts compliance audits of project management processes, methodologies and practices to ensure adherence to applicable standards, policies and guidelines

Builds Networks

- Facilitates collaboration among project teams, stakeholders, and program areas to establish key project specifications, including: scope, deliverables timeline, budget, and resources
- Conducts review and analysis upon stakeholder input to inform project specifications, work plans and business outcomes.
- Provides project sponsors and steering committees with project updates and reporting upon key milestones, timelines, resource and budget spend
- Develops strong working relationships with vendors to oversee vendor activities are aligned with IMT strategic goals and deployed effectively to meet project needs

Risk Mitigation

- Conducts risk assessments for enterprise initiatives to anticipate, identify, prioritize and manage risks affecting diverse stakeholders and program areas
- Develops risk mitigation strategies according to the project critical path, strategic outcomes and service delivery impact
- Provides recommendations to senior management according available risk mitigation options, scope of impact and fiscal restraints

Leadership:

- Mentor and coach more junior staff
- May act as a service team lead and supervisor for direct reports on the service team
- May manage and coordinate projects or sets of activities

Problem Solving

Typical problems solved:

- Cross-Ministry alignment of key stakeholders, interdependent service lines and resources towards successful project completion
- Ensure issues around the forecasted budget, resources and project schedules are in alignment with the project objectives and goals.
- Issues arising from the dissemination of information via the Communication plan.
- Working with the team members to oversee the establishment of a project governance framework.
- Alignment of documentation with the PMO office and industry project management standards.
- Ensure compliance to applicable standards, policies and guidelines. Applies to project related activities and Team Members.
- Establish and build an environment within the team, that fosters a cohesive unit for collaboration.
- Raising potential issues or concerns to the project sponsors and steering committees.
- Review and support vendor relations and activities.
- Risk mitigation within cross ministry/ vendor(s) to support a positive project outcome.
- Providing recommendations to support difficult conversations to return project to track.

Types of guidance available for problem solving:

- Initial guidance is provided by direct supervisor
- PMO Office for input on PM Practices, Process and Methodologies.
- Steering committee for direction on project alignment.
- Supporting Stakeholders throughout the Government of Alberta, including all IMT T&I Divisions, ministries and departments.
- Subject Matter Experts can be used to provide insight into the specific areas of concern.
- External Vendors can be used to address technical related clarifications

Direct or indirect impacts of decisions:

- Project is brought to successful completion.
- Cross-ministry stakeholders are aligned with the project and feel empowered as a contributing voice.
- Risks and issues can be identified and mitigated early
- Conflicts are addressed and resolved
- Recommendations can directly influence senior management and steering committee.

Key Relationships

- Executive management (monthly): Seek review and approval of PM practices, processes and methodologies and provide updates about project implementation plans, schedules, resource and asset management and risk management plans.

- Subject Matter Experts (SMEs; daily-weekly):

  - IMT SMEs (Vendors, Contractors, Staff): Works with IMT SMEs to integrate IT systems requirements and configurations, and oversee the implementation of key project activities and deliverables.

  - Business SMEs (Middle and Senior Management): Works with Business SMEs to identify project requirements, including: scope, resource and asset allocation, budget, schedule and key outcomes. Collaborates with Business SMEs for implementation of project activities through utilizing business capabilities and resources and developing and deploying risk management strategies.

    - Program areas (weekly - bi-weekly): consults program area clients and business partners to manage personnel and budgetary resources required for successful implementation of project deliverables.

- External Agencies (as required): liaises with external agencies and third parties to manage external resources, implement project deliverables and monitor project performance.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Applied Degree	Business		

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

Education:

- University graduation in a related field plus 4 years progressively responsible related experience; or equivalent as described below.

Equivalency: Directly related education or experience considered on the basis of:

- 1 year of education for 1 year of experience; or

- 1 year of experience for 1 year of education.

Asset :

- Project Management Professional Certificate (PMP)

Knowledge:

- Working knowledge of Project Management methodologies, tools and best practices

- Demonstrates an understanding of organizational change management strategies, procurement and vendor management practices, and supply chain management processes

- Knowledge of occupational health and safety legislation, policies and controls.

- Budget, cost and accounting practices, procedures and methodologies

- Quality assurance and control methods and processes

- Risk identification and management strategies

Skills and Abilities:

- Stakeholder and vendor management skills

- Negotiation and conflict management skills

- Effective decision-making skills

- Personnel, resource and budgetary management

- Development and delivery of presentation materials to stakeholders

- Time management and organizational skills

- Problem-solving and analytical skills

- Leadership ability

- Collaborative team player

- Political and business acumen

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Creative Problem Solving	○ ○ ◉ ○ ○	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	Able to work independently or with a team of analyst to resolve complex problems Pre-actively identifies and implements efficiencies
Develop Self and Others	○ ◉ ○ ○ ○	Seeks out learning and knowledge-sharing opportunities: •Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports	Identifies knowledge gaps and pro-actively seeks learning opportunities Mentor junior staff members and shares new learns with team
Agility	○ ○ ◉ ○ ○	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and	Able to adapt approach to a situation in an environment where variable frequently change Able to make decisions and communicate under pressure

		mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	Understands barriers and can innovate to overcome challenges

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____   _____   _____
Employee Name   Date yyyy-mm-dd   Employee Signature

_____   _____   _____
Supervisor / Manager Name   Date yyyy-mm-dd   Supervisor / Manager Signature

_____   _____   _____
Director / Executive Director Name   Date yyyy-mm-dd   Director / Executive Director Signature

_____   _____   _____
ADM Name   Date yyyy-mm-dd   ADM Signature

_____   _____   _____
DM Name   Date yyyy-mm-dd   DM Signature