

Project Analyst



**Infrastructure
Ontario**

Phone :

Web :

Job Summary

Vacancy :

Deadline : Aug 02, 2024

Published : Jul 02, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Are you an enthusiastic and highly-organized public servant who is eager to apply your skills to supporting the delivery of infrastructure projects in local communities? Are you eager to expand your project management acumen and learn more about how the province strengthens Ontario's places through infrastructure funding? If so, consider applying to join the Infrastructure Program Delivery Unit in the Ministry of Infrastructure.

The Infrastructure Program Delivery Unit is seeking two Project Analysts who will be responsible for supporting portfolio management, oversight, and administration of more than 850 infrastructure projects across Ontario.

The Infrastructure Programs and Projects Division (IPPD) leads the construction/sustaining of roads, bridges and community centres, projects that address challenges to hiring, training, or retaining workers as well as enabling broadband access. The Program Delivery Unit (PDU) within the division is the lead unit responsible for the stewardship of three infrastructure program streams totalling approximately \$1.5B in funding and representing more than 850 projects.

Effective April 1, 2024 the salary range for this position is \$71,563.00 to \$100,052.00 per year. The new rates, effective retroactive to April 1, 2024, were recently confirmed and dates for implementation of the new salary rates are still to be determined.

OPS Commitment to Diversity, Inclusion, Accessibility, and Anti-Racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the **OPS Anti-Racism Policy** and the **OPS Diversity and Inclusion Blueprint** pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's **Human Rights Code**. Refer to the "How to apply" section if you require a disability-related accommodation.

What can I expect to do in this role?

In this role, you will:

- Conduct research, as well as identify and define program and project issues, options, and initiatives
- Prepare briefings and provide advice on the interpretation of policies and procedures
- Produce regular project status reports and support the development of communication materials
- Maintain relationships and communication with internal and external stakeholders
- Act as a liaison to discuss policy and program issues

How do I qualify?

Project Management and Program Evaluation Skills

- You have project management skills that will contribute to the effective management and oversight of infrastructure grant programs and related initiatives, including processing applications and reports, and executing agreements
- You have demonstrated research and analytical skills to be able to gather and analyze qualitative and/or quantitative data and information related to project status and program options
- You can conduct risk management activities to review relevant project data, associated programs/processes, identify compliance issues, and propose and implement risk mitigation procedures

Technical Knowledge and Skills

- You have knowledge of provincial and ministry strategic direction pertaining to infrastructure programs, or the ability to gain this knowledge
- You have knowledge of policy and program development methods and techniques to be able to support the implementation of government programs and contribute to the conduct of program reviews
- You have knowledge of government policy and approvals processes, to understand how policy requirements apply to projects, for example in the infrastructure and capital space
- You have demonstrated technical skills to develop and prepare reports that synthesize a high volume of information into accurate, clear, and compelling observations, for example briefing notes, spreadsheets, or presentations

Communication and Interpersonal Skills

- You have written communication skills to develop concise and accurate products (e.g. briefing notes, presentations, reports, and communication material) for a variety of audiences
- You have verbal communication skills to logically and clearly relay data and analysis to colleagues, management, and internal and external stakeholders
- You have interpersonal and consultation skills to develop and maintain constructive and collaborative relationships with colleagues and stakeholders
- You have acuity to represent the unit on committees, task forces, and discussion groups and to provide updates/ briefings to colleagues and management
- You have advisory skills and can exercise judgement to provide policy and program best-practices to colleagues and stakeholders

Time management and Problem-Solving Skills

- You can ensure that timelines and program requirements are met, and respond to conflicting work demands
- You have the ability to problem-solve and identify reasonable and constructive approaches to shifting priorities
- You can work independently and in a team environment to contribute to the development and implementation of work plans
- You can proactively identify issues and challenges, and work collaboratively to propose solutions

Additional Information:

Address:

• 2 English Temporary, duration up to 12 months, 777 Bay St, Toronto, Toronto Region

Compensation Group:

Association of Management, Administrative and Professional Crown Employees of Ontario
Understanding the job ad - definitions

Schedule:

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Category:

Policy and Analysis

Posted on:

Tuesday, July 2, 2024

Note:

• The information that you provide for the purpose of this competition and the results from this competition may be used to fill other positions. These positions may be of various tenures including short-term assignments. Your information and the results from this competition will be retained for the purpose of filling vacancies in accordance with the applicable collective agreement or policy provisions.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
