

Project Manager



Phone :

Web :

Job Summary

Vacancy :

Deadline : Jul 29, 2024

Published : Jun 29, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

The **Projects & Continuous Improvement Office** enables business improvements across SAIT. The team ensures SAIT is working on the right projects at the right time to drive our strategic objectives forward.

The Opportunity

Reporting to the Director, Projects and Continuous Improvement, we are looking to hire a Project Manager to join the team. The Project Manager will lead and ensure successful management and delivery of complex, multi-stakeholder, business improvement projects, from requirements definition through to implementation. This role ensures projects deliver the greatest business value while navigating dynamic cost, time, and resource constraints.

The Project Manager will apply best practices in project management methodologies, including waterfall and agile, and will work in accordance with governance determined by the Projects & Continuous Improvement Office. The Project Manager will work with teams from across the institution and should be adaptable to different department and subject matters as required. This role will build strong relationships with stakeholders and become a trusted partner in ensuring successful service delivery.

The Project Manager will provide informal leadership and motivation to the project team members throughout the lifecycle of the project and have strong business acumen to successfully support leaders at all levels of the institution.

The Role

• Project Management

- Build relationships with relevant stakeholders, demonstrating a desire to understand their business and effectively support their success.
- Analyze project business cases to determine the appropriate process for accomplishing the project.
- Identify and schedule project deliverables, milestones, and related activities including communications, change management, training, and sustainment plans.
- Establish a workplan, resource plan, and risk mitigation plan for project activities.
- Manage the project throughout its lifecycle, ensuring high quality deliverables, while monitoring scope, budget, resources, risks, and schedule.
- Coordinate internal and external resources to ensure project delivery within scope.
- Facilitate meetings and manage large group discussions to advance project activities.
- Prepare regular project status reports.
- Maintain project documentation.
- Communicate and proactively take action if issues arise that may impact successful project delivery.
- Close-out the project by ensuring successful transition to operations.

Participate as a member of the Projects & Continuous Improvement team

• Share project progress updates and attend meetings to understand the direction and vision of the Projects & Continuous Improvement team and integrate that direction into project and change management practices.

- Provide input into process and governance development for management of the project portfolio across the institution.

Qualifications & Experience

• Minimum

- Bachelor's degree in business administration, business management, information systems, or a related field.
- Certification in project management practices (i.e. Project Management Professional, Agile, etc.)
- Minimum three years' experience providing project management expertise to complex, multi-stakeholder projects. This may include IT projects (solution design and implementation), business process improvement projects, or business planning projects.

Preferred

- Other combinations of experience and certifications may be considered.

Skills Required

- Distinctive blend of business, IT, financial and communication skills, both written and verbal.
- Expertise in setting and managing customer expectations.
- Strong business acumen, including industry and domain specific knowledge
- Ability to navigate the formal and informal hierarchies of the institution and influence key stakeholders to achieve program success

Job classification: PROJECT COORDINATOR - P2043

Salary range: \$72,000 - \$95,000

Paid Leave: 4 Weeks Vacation / 14 Flex Days per year

of positions: 2

Hours Per Week: 37.5

Posting closing date: July 8th, 2024

View a summary of our **benefits and perks** for salaried employees as one of Alberta's Top Employers, including health & dental care, pension plan, vacation & special leave and flexible work options at our beautiful inner-city campus.

About SAIT

SAIT is a global leader in applied education. Named one of Alberta's Top Employers, we offer the chance to work with a purpose – preparing the next generation of industry leaders, entrepreneurs, advocates and explorers.

Building on our 100+ year history, we're looking for innovative, bold and collaborative employees who embrace change and deliver world-class customer experiences. Your future starts now at SAIT.

Equity, diversity and inclusion (EDI) is essential to achieving SAIT's vision to be a global leader in applied education. We encourage applications from women, Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities, and/or people with intersectional identities. Learn more about EDI at SAIT.

At SAIT, we understand that experience comes in many forms. We're dedicated to adding diverse perspectives to SAIT - so if your experience is close to what we're looking for, please consider applying.

SAIT is committed to supporting persons with disabilities throughout the recruitment process. We will work with applicants to provide accommodations upon request to the Talent Advisor.

BEWARE FALSE POSTINGS AND RECRUITING OFFERS

SAIT has been made aware of individuals or organizations posing as SAIT using false postings to attract job seekers and collect personal information. Please be aware that SAIT will never request sensitive personal information beyond what is required for an application.

Career opportunities at SAIT will always be posted on the SAIT career site and we encourage applicants to only apply directly through there. When your application is completed you will receive an email confirmation, if you did not receive one please check your junk mail or try applying through the SAIT career page again.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
