

JOB DESCRIPTION

JOB TITLE	Project Manager
DEPARTMENT / PROGRAM AREA	Corporate Services
REPORTING TO	Director of Corporate Services
EFFECTIVE DATE	September 2019
SALARY	Band 7

GENERAL PURPOSE [Description of the purpose of the position, why does it exist what are key responsibilities?]
Under the direction of the Director of Corporate Services, the Project Manager provides expertise, support and guidance to the management team of District of Nipissing Social Services Administration Board (DNSSAB). This position will provide financial and business information, as well as analysis and expertise to management for coordinating internal resources in the execution of projects. Ensure that new projects under consideration meet with the strategic goals of DNSSAB. Using advanced excel skills and financial management techniques this position will conduct analysis and forecasting to provide recommendations and support for decision making. This position is responsible for leading projects and ensuring that the projects are delivered in scope, on-time, and within budget. The project manager will work closely with vendors, directors of all departments and other internal resource providers. The Project Manager will be responsible for developing project scopes, determining technical feasibility, tracking progress, and measuring project performance. This position will assist the Directors by performing risk management activities to minimize project risk. Where necessary issues will be escalated and project documentation will be regularly reported on.

KEY ACTIVITIES [Name and list under each the key activities of the position and percentage estimate of time for each section.]	
1. Assist with the preparation of project budgets	
2. Assist with prioritizing projects organization wide;	
3. Supervising staff employed in the administration of project management; supervising includes recruitment, performance review, discipline, coaching/counselling, training and development.	
4. Supervise, organize and support staff assigned to projects;	
5. Create project timelines and track deliverables against these schedules;	
6. Provide operating forecasts and develop and monitor suitable forecast models for programs as required;	
7. Review activities and trends in overall operations, analyze and recommend changes or improvements;	
8. Facilitate communication between team members, vendors, and the management team;	
9. Assist with the creation of cross functional teams to complete projects;	
10. Lead project teams and assign tasks without micromanaging or overburdening team members;	
11. Provide training on all new technology-related projects that are implemented;	
12. Look for opportunities for continuous improvement and recommend solutions to the management team;	
13. Assist with the compilation of statistical information for performance measurements;	
14. Participate on various project teams, and multi-partner projects;	
15. Write and prepare reports to the management team and the Board of Directors;	
16. Manage the development & maintenance of the DNSSAB websites;	
17. Establish technological solutions to resolve data gaps experienced by the organization;	
18. Manage the 3 rd party applications associated with the DNSSAB websites as required;	
19. Remove any barriers impeding the project	
As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace, that is free of all forms of harassment, discrimination and violence.	

QUALIFICATIONS

- Post-Secondary Degree in Business Administration, Accounting, or Finance, a project management designation required (PMP, PgMP, PMI) ;
- Three (3) years of work experience in the field of project management, including a minimum of two (2) two years at the supervisory level;
- Experience working in the public sector, and knowledge of provincial computer systems is considered an asset;
- Excellent knowledge of time and project management applications;
- Knowledge of business process design and continuous improvement;
- Able to prioritize, and meet time sensitive deadlines;
- Team oriented individual, with a focus on collaboration and service;
- Skilled writer and communicator with highly developed interpersonal skills to foster and maintain working relationships with a variety of internal & external stakeholders;
- Excellent presentation, organizational, time management, problem solving, decision making skills; and able respond to issues using sound judgment;
- Proficiency in Excel with advances spreadsheet skills (sensitivity analyses, forecasting, statistical analyses, NPV and capital budgeting, for example), MS Word, and PowerPoint;
- Working knowledge of MS Project, MS SharePoint, and MS Dynamics NAV considered an asset;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- A valid Ontario driver's license and a vehicle available for use on the job.

STATEMENT OF MANAGEMENT DUTIES AND RESPONSIBILITIES IN DNSSAB

All management is responsible and accountable for:

- Commitment to the achievement of Quality Services and Healthy Workplace through DNSSAB's Strategic Plan and Direction;
- Planning through participation and input into strategic planning, developing operating and financial plans, monitoring plan progress, reporting on plan results and evaluating the effectiveness of planning activities;
- Effective and efficient management of financial and human resources;
- Developing and organizing work processes, assigning work to staff, monitoring progress on outputs and quality, identifying process and workflow issues and developing solutions to these problems to achieve efficient, effective and quality services;
- Developing and implementing appropriate measurements for plans and workload productivity, analyzing and reporting on measures;
- Managing, Supervising Human Resources through recruitment and selection of staff, orientation, training, performance management, monitoring compliance with organization policies and standards, administration of Collective Agreement including grievance investigation and resolution;
- Internal and External Communication through written correspondence, reports and through oral presentations and meetings with staff and community;
- Maintain awareness of external and operational trends to identify impacts on DNSSAB mandates and programs.
- Effectively manage and safeguard Board assets both tangible and intangible;
- Be committed to the highest standards of ethics and business conduct;
- Promote and protect the good reputation of the organization.

COMPENSABLE FACTORS

COMPLEXITY / JUDGMENT

[The decision-making aspects of the position, the variety and relative difficulty of the material or information upon which decisions are based and the use of knowledge and experience in making the decisions.]

Employee works generally towards broad objectives, instructions and policies. Conditions dealt with change frequently. Employee develops solutions to problems from factual background and fundamental principles.

EDUCATION AND SPECIFIC TRAINING

[The level of formalized knowledge required to satisfactorily fill the position – such knowledge is most commonly acquired as a result of time spent in schools, colleges and universities / today's levels and standards are utilized – Education and Work Experience are rated together.]

Graduation from an undergraduate degree program.

EXPERIENCE

[The length of time required to learn, under instruction or guidance is measured along with the essential techniques and skills the job calls for / work experience is gained on the job under consideration, on prior jobs where the same or more elementary principles and techniques are used and on related jobs where the required body of knowledge can be built up – this is assuming the “incumbent” starts with the education level specified in the Education factor.]

3 years.

INDEPENDENCE OF ACTION

[Reflects the amount of direction and control received from either personal supervision or standard practices and precedents – also considers ingenuity, creativity and original thought required in the job.]

Plans and carries out details of procedures and methods to attain objectives. Employee takes action in the straightforward application of policies or standards widely accepted within the occupation or profession.

RESULTS OF ERRORS

[Considers the extent of losses to the organization – such losses may result from mistakes occasioned by insufficiently considered decisions or judgements – only in lower level positions is consideration given to carelessness / results of errors is also used to evaluate responsibility for the safety of others.]

Error May cause substantial delays in a phase of work. May cause serious results (beyond damage and waste) through late delivery, materials shortage or service breakdown. May cause identifiable deterioration in customer, public or employee relations. May result in fatal or incapacitating injury to others

CONTACTS

[Contacts refers to the relative importance to the organization of necessary personal relationships of the position holder to others / the contacts can be internal to the organization and external.]

Require skill in personal relationships to avoid loss of business or organization prestige to a significant extent. Required for the coordination of effort of important units of organization.

CHARACTER OF SUPERVISION

[Considers the degree, kind and intricacies of supervisory responsibility – such responsibilities may involve direct functional direction as in “line” positions or advisory responsibilities as in “staff” relationships]

Gives direct supervision.

SCOPE OF SUPERVISION

[Appraises the size of the direct line responsibilities measured in total number of persons supervised.]

Not more than three direct assistants.

PHYSICAL DEMANDS

[Considers the degree and severity of exertion associated with the position.]

May require considerable visual attention and/or mental concentration. May involve awkward positions causing strain or fatigue. May require much walking over rough ground, climbing ladders etc.

WORKING CONDITIONS

[Evaluates the disagreeableness of the job environment from the employee’s standpoint – it includes the degree of health hazard and any aspects of necessary travel occasioned by the job.]

Mostly inside but with some little exposure to dirt, oil, noise, weather. Limited travelling – no overnight trips. No injury exposure.

THE FOREGOING IS AN ACCURATE DESCRIPTION OF THE POSITION

Director of Corporate Services:

Dated:

Chief Administrative Officer’s Signature:

Dated: