

Project Manager (Perm and Term)

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Competition # : 49857

Department: Opportunities and Social Development

Location: HALIFAX

Type of Employment: Permanent

Union Status: Exclusion - Non Union - NSPG

Closing Date: 08-Nov-26 (Applications are accepted until 11:59 PM Atlantic Time)
[About Us](#)

At the [Department of Opportunities and Social Development \(OSD\)](#), we are a large and diverse department providing a broad portfolio of programs and services including the Disability Support Program (DSP), Child and Family Wellbeing (CFW), Employment Support and Income Assistance (ESIA), and Homelessness and Supportive Housing.

Through our services, we advocate for and help vulnerable Nova Scotians to be independent, self-reliant, and secure. We work collaboratively across the province with a strong, dedicated network of staff and partners to achieve desired outcomes for all.
[About Our Opportunity](#)

Opportunities and Social Development is looking for a Project Manager to join our dynamic Innovation Team, which leads priority initiatives to improve how staff access, experience, and deliver public services.

You will lead complex projects from planning and design through implementation and continuous improvement. Projects may range from short-term initiatives to multi-year strategic initiatives and can include program and policy development, service design, operational improvements, service delivery modernization, and digital solutions.

You will be trusted to shape project scope and direction, establish effective delivery approaches, and make sound decisions within agreed objectives and governance. Working across product, design, business analysis, technology, privacy, security, accessibility, and program areas, you will lead multidisciplinary teams, navigate risks and trade-offs, and maintain momentum toward solutions that are achievable, sustainable, and valuable to Nova Scotians and the people who serve them.
Primary Accountabilities

As Project Manager, your primary accountabilities will focus on three key areas:

Leading delivery

- Take ownership of complex initiatives from early definition and planning through implementation, transition, and evaluation.

- Build and maintain integrated project plans, establish clear accountabilities, and create momentum across multidisciplinary teams.
- Make sound day-to-day delivery decisions within established objectives and governance, escalating matters that require broader direction or authority.
- Manage scope, schedules, budgets, contracts, dependencies, risks, issues, decisions, and resources with appropriate rigour.
- Connect client and staff experience, policy, operations, data, and technology to maintain a whole-system view of each initiative.
- Adapt the delivery approach as evidence, feedback, priorities, and operating conditions evolve.

Working in the open

- Build trusted relationships across OSD, other departments, communities, and service providers.
- Develop options and recommendations that help leaders make informed decisions about scope, sequencing, resources, risks, and trade-offs.
- Influence outcomes through evidence, clear thinking, sound judgment, and trusted relationships rather than positional authority.
- Communicate progress, risks, decisions, and required actions clearly to other team members, partners, and senior leaders.
- Help create a team environment characterized by curiosity, accountability, collaboration, and implementation.

Sustaining the change

- Integrate change management, communications, engagement, accessibility, and implementation planning throughout the project lifecycle.
- Define intended outcomes and success metrics, using data and feedback to refine solutions during and after implementation.
- Support the transition of completed work into sustainable operations, with clear ownership, processes, documentation, and follow-through.
- Contribute reusable tools, lessons, and delivery practices that strengthen the Innovation Team's project-management capability.
- Support colleagues through knowledge sharing, constructive challenge, and practical coaching.

Qualifications and Experience

We're seeking a project manager with a track record of success in streamlining business processes and implementing solutions that make a big and lasting difference. This role is ideal for someone who thrives in cross-functional environments and is passionate about improving public services and supporting the successful delivery of departmental and government priorities. If you're committed to meaningful change and improving outcomes for Nova Scotians, we'd love to hear from you.

We value diverse educational and professional journeys and welcome applicants with experience across sectors who bring fresh approaches. You have a university degree

plus at least five (5) years of related experience, or an equivalent combination of school, volunteering, training and experience.

The successful candidate will demonstrate:

- **Experience leading complex projects from definition through implementation**, preferably involving business process improvement, program and policy development, large-scale organizational change, or digital modernization.
- **Leadership in multidisciplinary and matrix environments**, including building alignment, establishing accountability, and influencing people who do not report directly to you.
- **Sound delivery judgment**, including managing competing priorities, scope, schedules, resources, risks, issues, dependencies, and change in evolving environments.
- **Strong communication and relationship-building skills**, with the ability to engage diverse partners and communities, incorporate different perspectives, and provide clear and persuasive advice.
- **A practical understanding of accessible and inclusive service delivery**, supported by strong analytical skills and the ability to adapt project-management approaches to the needs of the initiative.

The following experiences will be considered assets:

- Delivery of large-scale digital initiatives or complex technology projects.
- Public sector and social policy.
- Leading internal and external engagements, workshops, and focus groups.
- Working with and across diverse communities and experiences.
- Certification and/or training in project management or change management.

We will assess the above qualifications and competencies using one or more of the following tools: written examination, standardized tests, oral presentations, interview(s), and reference checks.

Equivalency

We recognize equivalent combinations of training, education, and experience, providing opportunities for individuals with diverse backgrounds to contribute their skills and expertise. Applicants relying on education and experience equivalencies must demonstrate such equivalencies in their application.

Benefits

Based on the employment status, the Government of Nova Scotia offers its employees a wide range of benefits such as a [Defined Benefit Pension Plan](#), Health, Dental, Life Insurance, General illness, Short and Long Term Disability, Vacation and Employee and Family Assistance Programs. For information on all our Benefit program offerings, click here: [Benefits for government employees](#).

Working Conditions

This role is based in a comfortable office environment, and you may be working at your computer for extended periods of time. Occasional travel may be required, so a valid driver's license and access to reliable transportation are necessary.

This is a full-time, **onsite position with flexibility to be based anywhere** **OSD has an office with available space**, with a standard work week of 35 hours (7 hours per day). The role is based in a comfortable office environment. Occasional travel may be required, so a valid driver's license and access to reliable transportation are necessary.

Your normal work week is 35 hours/week, 7 hours/day. This role does entail a high volume of work which may require longer than normal working hours and overtime. Due to the multiple spheres of action and scope of responsibilities that this position requires, there is significant mental pressure, requiring your resilience.

Additional Information

This competition could be used to fill multiple permanent and term vacancies over the next several months. **Currently, two (2) opportunities are available:**

- **One (1) permanent opportunity**
- **One (1) term opportunity with an anticipated end date of December 31, 2028**

What We Offer

- Career development where you have access to career guidance, tools, resources, and ongoing training for every stage of your career.
- An engaging workplace. Our employees feel valued, respected, connected, and tuned in. We have forward-thinking policies and strategies.
- Countless career paths.
- Ownership of complex initiatives with meaningful, province-wide impact.
- The opportunity to shape projects from early definition through implementation and evaluation.
- Meaningful influence at the intersection of policy, operations, service design, and technology.
- Work across several social programs rather than within a narrow functional area.
- The latitude to adapt delivery approaches to the needs of each initiative.
- A multidisciplinary team that values curiosity, sound judgment, thoughtful challenge, collaboration, and implementation.

Pay Grade: EC 11

Salary Range: \$3,571.99 - \$4,465.03 Bi-Weekly

Employment Equity Statement: Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Government of Nova Scotia has an Employment Equity Policy, and we welcome applications from

Indigenous People, African Nova Scotians, Persons of African Descent, Racialized Persons, Persons with Disabilities, 2SLGBTQIA+ Persons and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your electronic application.

Accommodation Statement: We are committed to providing an inclusive and accessible recruitment process. Candidates may request accommodations based on any grounds protected by the Human Rights Act. If you require an accommodation throughout the recruitment process, please contact us at competitions@novascotia.ca.