

Job Posting Preview

9499BR

Project Manager

Job Posting

Halifax Regional Municipality (HRM) is inviting applications for the permanent, full-time position of Project Manager with the Project Management Office in Information Technology.

Halifax Regional Municipality (HRM) is committed to reflecting the community it serves and recognizing Diversity and Inclusion as one of the Municipality's core values. We have an Employment Equity Policy, and we welcome applications from African Nova Scotians and Other Racially Visible Persons, Women in occupations or positions where they are underrepresented in the workforce, Indigenous/Aboriginal People, Persons with Disabilities and 2SLGBTQ+ Persons. Applicants are encouraged to self-identify on their electronic application.

The IT Project Manager is responsible and accountable for the successful delivery of strategic and critical, medium to large size business unit and corporate IT and IT related projects. The IT Project Manager is also responsible for responding to client and corporate needs by providing effective and economical project alternatives and solutions for their IT needs. This role encompasses all stages of the project life cycle from initiation to delivery of the products or services and close-out of the project. They are accountable to deliver projects within budget, on schedule, in accordance with the established scope of work and to the sponsors satisfaction.

DUTIES AND RESPONSIBILITIES:

Under the direction of the Manager, Project Management Office (as assigned):

- Plans, coordinates, organizes, directs and controls project activities to achieve the desired results
- Provides leadership and advice in expert areas to the project sponsor/s
- Manages the overall projects and coordinates all of the various activities required to complete the projects on time, within budget, in accordance

with the established scope of work, and to the client/sponsor's satisfaction

- Prepares cost estimates and project budgets
- Identifies, negotiates for and attains required resources (people, equipment, space, consultants, etc.)
- Builds teams
- Leads the project team by motivating, managing and providing guidance/coaching (technical & performance) to team members and setting work schedules
- Directs and co-ordinates technical employees or consultants in the preparation of studies, designs, plans, specifications and cost estimates
- Defines and manages project scope
- Resolves client issues and manages client expectations regarding the project
- Identifies project risk factors in a timely manner and develops appropriate risk mitigation strategies (including contingency planning)
- Monitors and controls project timeline, budgets and deliverables
- Maintains accurate and complete records, and reports on all operational and contractual matters monthly, or more frequently as required
- Conducts project status meetings
- Promotes strong customer service and ensures that high standards of customer service and satisfaction are achieved
- Prepares technical reports, staff reports to HRM Council, liaises and consults with the general public, other government agencies, consultants, etc., as required in performance of the responsibilities of the position
- Ensures adherence to quality standards and appropriate technical documentation through all phases of the project
- Ensures high standards of ethical and professional conduct within the project
- Establishes and maintains positive and effective working relations with Halifax Regional Municipality management and staff, members of Council and the general public
- Monitors and evaluates the performance of project staff
- Addresses project performance issues
- Manages complex stakeholder relationships
- Works with the Steering Committee and Business Units in the development of new processes and policy relative to benefits realization, customer service and information management

- Ensures that the highest level of integration with other corporate tools and systems is achieved
- Achieve business and project objectives

QUALIFICATIONS

Education and Experience:

- Undergraduate degree in commerce or computer science (preferred) or diploma in information technology from a multi-year program at a recognized institution
- Current Project Management Professional (PMP) designation (preferred)
- Minimum five (5) years' experience as project manager of IT and IT related projects of significant size and scope
- Demonstrated ability to prepare accurate cost estimates, and develop and monitor project budgets
- At least seven (7) years demonstrated progressive experience in successfully developing and implementing IT/ IT related projects and applications is required
- Combinations of equivalent education and experience may be considered

Security Clearance Requirements: Applicants may be required to complete an employment security screening check.

Please note - Testing may be conducted as a component of the selection process to assess technical and job specific knowledge. Candidates who are selected for testing, may be tested in a group setting, scheduled at the employer's discretion.

COMPETENCIES: Analytical Thinking, Communications, Conflict Management, Customer Service, Organization & Planning, Risk Management, Valuing Diversity, Teamwork and Cooperation, Values and Ethics.

WORK STATUS: Permanent, full-time

HOURS OF WORK: Monday to Friday, 8:30am – 4:30pm; 35 hour per week (Flex options to work outside these hours under a hybrid work model may be

available).

SALARY: NU08 on the non-union salary scale; \$88,690 to \$114,770. Salary to be commensurate with experience.

WORK LOCATION: 14th Floor Barrington Tower, Halifax

CLOSING DATE: Applications will be received up to **11:59 pm** on **January 5th, 2025**.

During the recruitment process, applicants have the right to request accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the Recruiter when invited to the assessment process.

(Position #78622767)

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