



JOB DESCRIPTION

JOB TITLE: SPECIALIST - BUSINESS TRANSFORMATION –
ASSET MANAGEMENT GOVERNANCE AND PROJECT MANAGEMENT
OFFICE

REFERENCE NO: 100516

DIVISION: STRATEGIC MANAGEMENT & ANALYSIS

DEPARTMENT: BUSINESS TRANSFORMATION OFFICE

APPROVAL DATES: BY: Rochelle Pancoast DATE: Mar 16, 2022
MANAGING DIRECTOR – STRATEGIC MANAGEMENT & ANALYSIS

BY: Stan Schwanzenberger DATE: Mar 14, 2022
CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This professional non-union position is primarily responsible for supporting the Manager of Asset Management, Governance and Project Management Office, in providing organizational support- including planning, coordination, implementation and analysis to CMH Corporate initiatives. This position will work with departmental leaders and teams to drive innovation and change initiatives consistent with corporate strategy. This position will rely on corporate project management methodology to implement business transformation goals across an integrated 'people, process, and technology' relationship, resulting in outcomes that sustainably meet business (workflow) objectives.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Asset Management, Governance and Project Management Office
- Works in cooperation with Process Efficiency and Specialists staff.
- Works closely with members of the Information Technology team.
- Internal and External relationships are maintained with operational businesses and public stakeholder groups.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Responsible for the stewardship of the organization's Business Transformation objectives and promotes a unified corporate methodology to the integration of people, process, and technology (typically workflow related).
- Provide flexible support, training and coaching on corporate initiatives and adaptations to principal business streams and project lifecycles.
- Manage professional relationships and lead multidisciplinary project teams with a range of internal and external stakeholders. Act as lead point of contact for Business Transformation initiatives.
- Implement and maintain appropriate systems to enable effective planning and scheduling of project activities.
- Acts as the driving force during a project's lifecycle and provides excellent communication, organizational skills, logical thinking, and problem-solving skills to ensure overall success
- Supports departmental Project Managers in developing recommendations and to expedite project approval through necessary stage gates.
- Provide oversight on project delivery and coordination (i.e., Scope, budget, risk management, issues, and schedule) of various capital and operational projects from concept through final implementation, within established budgets, quality criteria, and timelines, ensuring adherence to project management standards and principles.
- Responsible for facilitating delivery of all aspects relating to business case analysis, including requirements elicitation, through to solution evaluation.

- Listens to stakeholder concerns and desires to facilitate creation and execution of change management plans, required for successful change adoption and sustainment.
- Prepares project reports, including status reports and project dashboards, tracking and analysis of spend and budgetary information across the full project portfolio to aid transparent performance management.
- Provide project management support, training and coaching on project management principles to business streams throughout the project lifecycle.
- Performs Quality Assurance through the collection of project data, auditing business streams and compliance checks.
- Performs all other related duties as may be requested by an immediate supervisor or designate.

REQUIRED COMPETENCIES:

- Excellent business partner skills with strong organizational skills with a proven ability to successfully carry out projects from conception to completion.
- Demonstrated ability to support the organization and lead projects with sound project management principles.
- Ability to apply and adhere to Project Management Institute Project Management Methodology, in the initiation, planning, execution, monitoring and project close phases of project lifecycle.
- Demonstrated ability to be a champion in the field of stakeholder management.
- Proven experience in ensuring professional, accurate and timely communications, with strong verbal and written communication skills with project team and internal and external stakeholders.
- Demonstrated ability to understand and integrate the people, process, and technology elements of workflow in a way that drives sustainable change solutions.
- Demonstrates ability to use a systematic approach and independent judgement to make sound decisions.
- Proven ability as a business partner in bridging the gap between IT and the business by assessing processes, identifying requirements, and delivering data-driven recommendations.
- Demonstrate ability to be a transformational change agent for the organization and show resiliency, flexibility during change management and the awareness and prevention of change fatigue.
- Ability to provide analysis, advice and recommendations related to the implementation of new capital or operational projects.
- Ability to support and lead corporate initiatives with sound project management expertise to improve the knowledge and ability of the organization and to promote public/stakeholder engagement.
- Demonstrated ability to work independently, as well as an effective member of an operational team. Must be accountable both professionally and personally for the accuracy, appropriateness, and quality of decisions.
- Advanced knowledge and ability to utilize standard and specific business software as tools for communication, analysis, and documentation.
- Ability to function effectively and efficiently in an environment of heavy workload.
- Ability to manage and organize multiple projects and priorities.
- Ability to effectively identify and mitigate project risks and opportunities

REQUIRED QUALIFICATIONS:

- Successful completion of a two (2) year diploma in Business, Project Management, Enterprise Technology or related field, from a recognized post-secondary institution.
- Five (5) years of transformational business experience with a preferred concentration in enterprise technology, program management, business, and relevant financial knowledge, preferably in a municipal setting.
- Hold or eligibility to obtain the Project Management Institute (PMI) Project Management Professional (PMP) certification.
- Possess a valid Class 5 Alberta Driver's License with an acceptable driving record.
- An equivalent combination of management approved training and experience may be considered.