

## Manager, Project Execution Project Management Center

**Position Type/ Hours:** This is a permanent full-time position working thirty-five (35) hours per week.

**Position Description:**

- Oversee execution of all corporate, strategic, special capital and other projects assigned to the Project Management Centre.
- Develop excellent relationships with all departments involved in the execution of corporate, strategic, special capital projects. Work with General Managers and other owner's representatives in the oversight of project's execution and delivery.
- Ensure that PMC project managers are accountable for delivering projects according to approved project management methodologies, tools and processes.
- Ensure that the planning activities that are required to take place internally occur to the specified degree of detail prior to assigning external resources to projects; ensure that the transparent hand-off from internal resources to external resources.
- Develop a continuous improvement program for the execution of corporate, strategic and other projects. Integrate to the project management framework and Project Management Centre's continuous improvement program.
- Consult on strategy and direction for the strategic planning of programs and all projects.
- Manage contract administration of all the projects assigned to PMC.
- Provide monthly and quarterly consolidated reporting of key information on corporate, strategic and other projects to support the project registry and standard project reporting expected in the organization. Ensure that all reporting on the projects is complete, accurate and on time.
- Ensure that all projects complete interim lessons learned exercises and project implementation reviews. Integrate findings to the delivery of all projects and programs.
- Support and/or hire Project Execution staff.
- Manage the Project Execution branch's budget.
- Develop a business plan and continuous improvement program for this business unit.
- Support project managers within the PMC and those who reside within their home departments to enhance their knowledge of project management processes.
- Support the Capital and other Projects Requirement Program by providing analysis and recommendations to integrate to corporate, strategic and other projects year over year.
- Advocate for consistent project management practices as a key way for RMWB to more successfully deliver project results.
- Contribute to the definition and operation of the Project Management Network.
- Review the project management training curriculum.
- Develop and manage the Industry and Alliances and Associations Plans.
- Ensure RMWB representation at industry and association events.
- Ensure the collection of latest thoughts and trends.
- Ensure the presentation of RMWB project management progress at industry and association events.
- Present a consolidated view of industry and association materials and findings.
- Advocate for change within RMWB as a result of industry trends or association direction.

**Qualifications:**

- University Degree in Civil Engineering, or a related field, related accredited Project Management courses, preferably from a Project Management Institute Registered Education Provider, knowledge of Primavera and MS Project software.
- Preferred – P Eng Designation, Project Management Professional Designation.

- In depth knowledge of project management practices, municipal experience, Project Management Office experience, methodology development skills and experience, curriculum development and review skills, presentation and facilitation skills, superior communication and relationship building skills, excellent leadership skills and the ability to influence, mentorship skills.
- Experience to include a minimum of ten (10) years progressive experience as a project manager, experience on construction projects, managing multi-year programs and projects, and five (5) years supervisory experience supervising program and project teams. Demonstrated use of project planning methodology and technology.

**Pay /  
Classification  
Level:** CL 13

**Salary Range:** \$110, 765 – (Starting Range) - \$141, 583

**In addition to the rate of pay, we offer other attractive incentives:**  
**-excellent training and development opportunities**  
**-an extensive employer paid benefits plan**  
**-home equity protection program**  
**-an additional annual payment of \$12,480 which represents a cost of living allowance**

**Requisition  
Number:** 604

**Closing Date:** March 12, 2010 at 3:00 p.m.

**Posting Type:** Internal & External

To apply: Please visit our website @ [www.woodbuffalo.ab.ca](http://www.woodbuffalo.ab.ca)  
We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.  
Late applications will not be accepted.