

**Digital Innovation Project Manager
Competition # 06-22**

Department:	Information Technology	Salary Range:	\$84,870 - \$106,087
Campus:	Barrie	Classification:	Administration
Hours per week:	37.5 hours per week	Status:	Contract
Posting Date:	January 10, 2022	Effective Date:	As soon as possible - December 22, 2023

Reporting to the Director, Information Technology, the incumbent is responsible for leading digital transformation project activities for Information Technology (IT) initiatives and acts as a bridge between functional areas and technical teams. The Project Manager will work with the various members of ITLT (Information Technology Leadership Team) and business client counterparts to manage the overall digital transformation projects for IT. The incumbent will lead multiple digital transformation projects, application developer resources and supporting technology resources while facilitating regularly scheduled project meetings for updates, deliverables and risks. Specific duties include, but are not limited to:

- Leading larger project planning and implementation from design/prototype phases through scope, charter, scheduling to system roll-out including selecting project teams and overall project leadership; ensures on time and on-budget implementation. This includes multi-year, multi-phased and multi-stakeholder projects
- Providing project leadership to unit staff/project teams/vendors/system analysts/consultants and facilitates regularly scheduled project meetings for updates, deliverables and risks. Directs small project teams, develops detailed project plans, schedules and budgets
- Translating generalized customer business goals and objectives into strategy and tactical plans
- Managing the day-to-day operational and tactical aspects of multiple or large-scale projects including priority and goal setting
- Monitoring the digital transformation project from initiation through delivery, including oversight of system integrations and behavioral change
- Collaborating with affected departments within and outside information technology to coordinate development, implementation and monitoring of new programs and processes
- Determining user needs, researches / analyses options to propose systems solutions based on requirements
- Selecting, evaluating, and managing vendors. Providing expertise in evaluating and acquiring software packages from external vendors
- Working effectively with internal and external clients, third party vendors and Senior Management in accomplishing project objectives
- Tracking an up-to-date repository of digital transformation projects underway and requests pending review
- Implements scoring and prioritization models to help assess which requests should be approved
- Managing a resource capacity plan or resource forecast to help understand resource availability for projects
- Tracking the status of all digital transformation, compiling and reporting this information to management using project dashboards
- Developing and issuing Request for Proposals (RFPs) to solicit vendor proposals ensuring adherence to College policies and procedures. Oversees system selection process, including outlining score and ranking criteria
- Developing, administering, monitoring, and directs the budget activity for digital transformation projects and provides estimates/forecasts and progress reports as required
- Conducting vendor negotiations, vendor management and contract reviews
- Ensuring quality control through implementing policies, methodologies and processes including system monitors and controls to ensure successful management and reporting of digital transformation project initiatives
- Providing direction, coaching, and assistance for digital transformation project management from inception through completion with Information Technology Leadership Team (managers) and IT department as a whole
- Monitoring and reporting on digital transformation projects regarding status, risks and issues making recommendations on project decisions to college leadership
- Serving as subject matter expert (or facilitator) providing technical and analytical guidance to the program and project teams
- Managing Business Analyst through review and evaluation of work-in-progress, development of work plans and development of skills and professional currency plans

QUALIFICATIONS:

- Successfully completed a three-year postsecondary diploma / degree in a computer related area or business
- Continued education in current information technology, project management and information management science
- Project Management Professional (PMP) designation is required
- A minimum of seven years of experience defining, implementing, and managing larger projects
- Strong analytical skill and relationship management experience
- Strong facilitation and negotiation skills
- Strong business acumen and technical skills
- A proven track record of working in a matrix/cross-functional environment where a high degree of collaboration is needed
- Result oriented, demonstrated success in creative problem solving and team partnership
- Ability to proactively sense and respond to problems and opportunities
- Collaboration and teaming, having the ability to lead a project team
- Ability to interact with senior levels of management and exercise independent judgment with regard to business decisions
- Excellent verbal and written presentation skills

Georgian College supports diversity, equity and a workplace free from harassment and discrimination. Georgian College is committed to an inclusive, barrier-free recruitment and selection process and workplace. If you are contacted to participate in the recruitment, selection and/or assessment process, please advise the interview coordinator of any accommodations needed with respect to any materials or processes used to ensure you have access to a fair and equitable process.

Alternate formats will be provided upon request throughout the recruitment and selection process.

APPLY NOW:

To be considered for this position, please visit our website at www.GeorgianCollege.ca and apply by navigating to About Us and then to Career Opportunities.

Georgian College has a COVID-19 vaccination procedure in place. As a condition of employment, employees are required to be vaccinated for COVID-19 to work on any campus, or a facility owned, operated or controlled by Georgian College unless they have a valid medical or religious belief/creed reason for not getting vaccinated, which reason will be considered on a case by case basis and which will be subject to the College's accommodation processes.

This position is open until filled. While we thank all applicants, only those contacted for an interview will be acknowledged.