

Project Coordinator

Department: Water and Waste

Division: Innovation & Technology

Designated Work Location: Remote with Designated Work Location (1120 Waverley St)

Position Type: Temporary (up to 36 months)

Salary: \$3,013.10 - \$4,047.21 bi-weekly, W.A.P.S.O. Grade 4

Posting No: 123971

Closing Date: November 29, 2023

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a [respectful](#), [diverse](#), safe, and healthy workplace where our employees can thrive and achieve their full potential.

Flexible work arrangements, which may include flexible hours, remote work, or a hybrid of remote work may be available; subject to review and approval. Please note that Employees who are approved to work remotely are responsible for and must demonstrate that they are available to return to their Designated Work Location and/or other work location to attend meetings or attend other tasks that occur in person.

The City is committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self-declare.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

Job Profile

Under the direction of the Manager of Innovation and Technology, the Project Coordinator provides support in the execution of projects and initiatives through an integrated multi-disciplinary team approach that strives for innovation, excellence and efficiency. Projects may include, but are not limited to Capital Projects. This position will assist projects throughout the project's life-cycle and ensuring effective teamwork and communication, high standards of work quality and organizational performance, and continuous learning.

The Project Coordinator will, depending on the size, scope, and complexity of the initiative/project, facilitate, coordinate, and provide support monitoring and oversight activity for the projects assigned and ensure that the benefits of the investment are realized in an efficient and effective manner. This position is expected to develop and maintain strong relationships with project stakeholders throughout the project lifecycle.

The Project Coordinator will work with the Project Sponsor and Project Manager to plan, deliver and transfer the project to the Business Owner.

As the *Project Coordinator* you will:

1. Provide project management expertise and guidance to the Department to successfully complete and/or implement projects and departmental initiatives, while achieving the benefits of the investment.
2. Assist with the procurement process which includes solicitation and contract administration tasks.
3. Develop Business Cases per the investment planning manual.
4. Coordinate the Design Management process.
5. Coordinate the Project Turnover process.

Your education and qualifications include:

1. Bachelor Degree in a related field such as Computer Science, Commerce, Finance, Architect, or Engineering or an acceptable equivalent combination of education, training, and experience.
2. Post-secondary education in Project Management would be desirable.
3. Attainment of a Project Management Professional (PMP) designation/Prince II certification and certification in Asset Management, and ADKAR at the time of hire is desirable. Applicants who have not yet attained these certifications are required to obtain within a 6-year timeframe.
4. Successful completion of the associated professional designations in addition to the education listed above is considered an asset including obtaining a P.Eng., C.E.T/A.Sc.T, MRAIC, CMA, CGA, CA, or CPA.
5. Certificate in Quality Management is considered an asset.
6. 3-5 years of experience related to the duties listed above in Project Delivery, preferably in a Public Sector environment.
7. Experience working directly with information technology, including direct performing the full cycle of project management responsibilities within information technology environments.
8. Knowledge in the industry sector that is applicable to the department that the position will reside in.
9. Previous success in leading projects including change initiatives, navigating complex environments and influencing desirable outcomes through positive and collaborative relationship management is desirable.
10. Experience with supervision and management of design consultants and contractors.
11. Excellent organizational and time management skills in order to be flexible and responsive to changing priorities and circumstances as well as ability to work on diverse projects simultaneously in stressful and fast paced environment.
12. Previous experience managing and leading projects including organizing, coordinating, planning, and maintaining schedules and controlling a large number of projects is desirable.
13. Excellent analytical, problem-solving and decision-making skills.
14. Excellent verbal and written communication skills with the ability to communicate with all levels of staff, stakeholders and the general public.

15. Demonstrated ability and experience with Microsoft Office Suite including experience with Project Management Systems such as Microsoft Project or similar software.
16. Demonstrated commitment towards continuous learning, growth and the achievement of high performance.
17. Excellent interpersonal skills including the ability to maintain relations with consultants, government agencies, developers, suppliers and contractors relative to facility and equipment design and improvements, and formulates sound recommendations.
18. Proven ability to set priorities, solve problems and meet deadlines under pressure.
19. Experience in a municipal environment would be considered an asset.

***IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian assessment service](https://canalliance.org/en/) <https://canalliance.org/en/> at application.

Conditions of employment:

1. The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
2. A Police Information Check satisfactory to the employer will be required from the successful candidate, at their expense.
3. Must possess and maintain a valid Class 5 Manitoba Driver's Licence.

APPLY ONLINE, including all documentation listed below:

1. Current resume AND Application Form (**Required**).
2. Cover letter.
3. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Notes

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311.

Hours of Work: 8:30 a.m. to 4:30 p.m., Monday to Friday, or as assigned/required

Employee Group: W.A.P.S.O. (under review)

Position Reports To: Manager of Innovation and Technology

1. Applicants may be required to undergo testing to determine their knowledge, abilities, and skills as they relate to the qualifications of the position.
2. The successful applicant may be required to provide a vehicle for transportation while on City business, subject to the terms and conditions of the City Transportation Policy.

3. The successful applicant will be required to provide a Notice of Driver's Licence In Force document upon request.
4. The successful applicant will be required to complete job specific training required for this position as directed.

Only candidates selected for interviews will be contacted.