

Manager, Project & Portfolio Management

Corporate Services Division / Project Management Office

Position Term: Contract (One Year)

Wage Range: \$49.86 – \$62.33 per hour

The **Alcohol and Gaming Commission of Ontario (AGCO)** is a regulatory agency that reports to the Ministry of the Attorney General. The AGCO is responsible for regulating the alcohol, gaming, horse racing and private cannabis retail sectors in Ontario, in accordance with the principles of honesty and integrity, and in the public interest.

The Project Management Office is seeking a **Manager, Project & Portfolio Management**, who, reporting to the Director, Project Management Office, the successful candidate will lead and maintain the portfolio management function that includes developing and maintaining processes, tools and technology to ensure the right projects are selected based on organizational strategic alignment and available resources. The Manager, Project & Portfolio Management will ensure project management governance, tools and processes are in place to deliver programs and projects efficiently.

This role will involve working collaboratively with the Strategic Policy and Planning team to jointly support the C-Suite in its oversight of the strategic portfolio management of corporate initiatives. As a people-centric leader, build a high-performing team to support this function and work closely with the PMO in the use of the project management best practices.

In this role, the successful candidate will:

- Create and implement portfolio management frameworks and tools, such as definitions of a project, categories and criteria for identifying, selecting, prioritizing, optimizing and implementing portfolios.
- Developing resource management capabilities to determine capacity available to work on projects and impact of assigning resources across the portfolio of projects.
- Develop and maintain project management processes and recommend tools to be used to manage projects and the portfolio, including supporting the implementation of the tool. Consideration to be given to how this tool works in conjunction with the other tools in the Project Management Office.
- Provide leadership, training, mentoring and support to staff, as needed, on the tools and processes.
- Establish and maintain the process for ongoing reporting of corporate projects, including the standards and tools to be used consistently to provide robust and flexible project reporting and analytics to view the portfolio efficiencies.
- Lead project portfolio management and analysis, this includes analyzing the status of the portfolio schedules, resourcing, scope, risks, issues, project linkages and dependencies, finances, etc. and subsequently making recommendations to senior management accordingly.
- Ensure best practices are adhered to by performing regular reviews, including project health checks and review of project checklists.
- Build a high-performance team by using a collaborative, team approach and coaching techniques.

The ideal candidate will have:

- A minimum of 5 years' combined project management and portfolio management experience overseeing multiple and complex projects.
 - Deep knowledge of portfolio and project management practices, tools and methodologies.
 - Hands-on experience in project/portfolio resource planning, reporting, and prioritization.
 - Post-secondary education in one of the following fields: Business Administration, Project Management, or Computer Science, and/or relevant senior experience that develops critical and strategic thinking.
 - Ability to manage project portfolios in a complex environment to ensure the portfolio of work is delivered.
 - Experience leading, managing, mentoring and directing a team of project professionals.
 - PMP and PfMP Certifications are a definite asset.
 - Experience in SDLC methodologies, Agile, and Waterfall.
 - Advanced knowledge of change, issue, and risk management.
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- Strong verbal and communications skills to communicate key messages and information, lead meetings, facilitate sessions, present to various audiences, building consensus, and managing contentious issues, and decision-making.
- Exceptional stakeholder management and client management skills, highly developed impact and influencing skills, and an ability to manage complex and sensitive discussions.
- Advanced organizational skills, with demonstrated ability to set priorities, meet and manage multiple and conflicting deadlines, and work under pressure.

The successful candidate must be eligible to work in Canada and will be subject to a criminal background check.

NOTE: The AGCO has a mandatory COVID-19 vaccination policy that requires all staff, including prospective new employees, be fully vaccinated by a Health Canada-approved COVID-19 vaccine. Individuals with valid medical or other human rights-based exemptions will be considered for appropriate accommodation within the policy.

To apply to this vacancy, please submit your application online at our Careers Webpage, located at www.agco.ca/careers, by Wednesday, June 29, 2022.

The AGCO is an inclusive and equal opportunity employer.

The AGCO has the responsibility to lead by example in advancing racial equity and to build a diverse, inclusive, accessible and respectful workplace where every employee has a voice and the opportunity to fully contribute. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application including, but not limited to, individuals identifying with one or more of the under-represented groups identified within Ontario's Human Rights Code.

Disability-related accommodation during the recruitment process is available upon request.

www.agco.ca
