

# Project Manager

## Corporate Services Division, Project Management Office

**Location:** Toronto

**Term:** Permanent Full-Time

**Salary Range:** \$72,101 - \$84,827 per annum

The **Alcohol and Gaming Commission of Ontario (AGCO)** is responsible for regulating the alcohol, gaming and horse racing sectors and cannabis retail in Ontario in accordance with the principles of honesty and integrity, and in the public interest.

The AGCO seeking a **Project Manager** for the Project Management Office of the Corporate Services Division. Reporting to the Senior Manager, Project Management Office, the Project Manager will be either directly leading, or in partnership with a Sr. Project Manager, to define, plan and implement strategic business initiatives and technology projects from inception to close-out. The successful candidate will work closely with project stakeholders, Project Sponsors and team members to deliver projects efficiently and effectively following PMO best practices.

### As Project Manager, you will:

- Support the initiation, planning, development, implementation and closing of projects of all types and sizes.
- Assist to define, develop and execute implementation plans that will guide the implementation of various initiatives.
- Prepare and maintain detailed schedules and resource plans, and project artifacts for varied purposes, including executive briefings, project charter, meetings with internal and external stakeholders and internal committees.
- Provide status updates to project team members, Project Sponsors, stakeholders, PMO and Divisional Management and C-suite.
- Support the development, coordination and delivery of communications and change management plans to support project objectives.
- Ensure that all projects follow required AGCO project management best practices, utilizing standard tools.
- Assist in identifying interdependencies across the organization, with other projects, to help achieve efficiencies.
- Recommend to the Senior Manager, when and where adjustments are required to projects and project artefacts, including scope of work, stakeholders, governance, etc.
- Manage budget tracking and procurement processes and contract management, as required.

### The ideal candidate will have:

- Post-secondary education in business or a related discipline, And a minimum of 3 years of experience related to project management or equivalent related experience working in a regulatory environment or supporting and implementing transformational initiatives. An equivalent combination of education and experience may be considered.
- Comprehensive knowledge of, and experience in, project planning, implementation, management principles and methodologies.
- Strong writing skills to produce business case proposals, reports, and briefings.
- Strong verbal and communications skills to facilitate workshops, lead meetings, and present to various project teams.
- Demonstrated experience running meetings with multiple stakeholders, and ability to use technology to connect participants remotely.
- Strong knowledge of Software Development Lifecycle Process (SDLC).
- Working knowledge of Waterfall/Agile/Scrum.
- Strong knowledge of the Alcohol and Gaming Commission of Ontario mandate/strategic direction.
- Sound knowledge of the Acts, Regulations, Rules, regulatory frameworks and standards, and relevant Commission policy and procedures, and ability to interpret and apply to work.
- Knowledge of government directives, methodologies and policies that relate to project management.
- PMP designation, desired.

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

**To apply to this vacancy, please submit your application online at our Careers Webpage, located at [www.agco.ca/careers](http://www.agco.ca/careers), by Wednesday, January 25, 2023.**

*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](http://www.agco.ca)