



**Canadian
Red Cross**

**Croix-Rouge
canadienne**

Title: Director PMO - Corporate Services

Location: Remote, Canada

Type of contract: Permanent Full Time

Salary band: \$96,350 - \$120,438

An iconic brand and one of the most inspirational not-for-profit organization on this planet – The Canadian Red Cross (CRC), is seeking a **Director PMO - Corporate Services** to join our team.

You want to be part of the world's largest humanitarian network? You have a passion for helping others, and want to work with other dedicated individuals? By applying, you are taking a big first step to be part of an exciting organization that makes a huge difference in the lives of Canadians here at home and abroad. What are you waiting for?

At the Canadian Red Cross, we help people and communities in Canada and around the world in times of need and support them in strengthening their resilience. We are committed to having an accessible, diverse, and inclusive work environment where people with all abilities, ethnicities, gender identities and expressions, nationalities, religions, and sexual orientations can reach their full potential. All qualified persons, particularly Indigenous peoples, persons with disabilities, ethnic minorities, visible minorities, women, veterans, and others who share our values and contribute to fostering an inclusive and diverse workplace are encouraged to apply.

We are looking for a **Director PMO - Corporate Services**, you will work with the Senior Director, Transformation Office. The purpose of this position is to support national efforts to improve the organization's effectiveness and efficiency through the successful management and delivery of, or contribution to, special projects. This position provides leadership, supervision and mentoring to the PMO and ensures a consistency of approach to projects at the CRC.

As a Director PMO - Corporate Services you will:

- Supports the Transformation Office in the successful achievement of the transformation portfolio via capital portfolio execution, governance, and oversight.
- Leader in the CRC project culture shift from waterfall to the adoption of a more agile delivery framework/methodology.
- Manages a portfolio of approved projects, largely focused on enterprise-wide technology transformation initiatives i.e., CRM, ERP, HCM, SaaS solution implementations. Manage PMO capital budget portfolio of \$10M+ annually.
- Review capital project budget proposals, decision papers, business cases and make recommendations and subsequent funding change requests where necessary in collaboration with the Senior Director, Transformation Office.

- Manage the tri-annual corporate capital budgeting process for the PMO portfolio. This includes support and process management for project managers, finance, and consultation with various business units.
- Performs strategic planning and financial analysis for the PMO, in collaboration with the finance team.
- Monitors and manages risks/issues and conflict resolution across the entire PMO portfolio. Responsible for management of the PMO enterprise risk register reporting and mitigations.
- Collaborates with the Senior Manager, Change Management to ensure an integrated approach to project execution leveraging assigned change management resourcing, framework, and best practices etc.
- Leads, coaches, mentors, motivates, and supervises all team members and contractors to focus on priorities and achieve targeted goals.
- Establishes and maintains effective working relationships and communications channels with executive, senior management, and internal business clients across all business functions to understand business needs, direction, success criteria and intent.
- Support the use of the PMO methodology, and through continuous improvement initiatives advance overall maturity and drive towards predictable, consistent, and high-quality outcomes.

What we are looking for:

- University degree or equivalent with at least 5-10 years' experience in the project/program management field.
- At least 3-5 years' experience as a director/associate director or senior manager PMO overseeing a portfolio/program of technology projects.
- PMP certification and experience working within or leading a PMO required.
- Experience and working knowledge of Agile methodologies.
- PROSCI Change Management Certification and expertise with project management software, such as Microsoft 365, Smartsheet, Jira (Atlassian) an asset.
- Demonstrated experience in leading and managing cross-functional teams in a virtual environment with a 'service' mindset and approach (Information Services, software/hardware vendors and internal business/support clients).
- Strong financial management skills.
- Fluency in French is an asset, not required.
- Full vaccination against COVID-19 is mandatory for this position and operation (the CRC will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human right protected ground).

The Canadian Red Cross is an organization guided by our fundamental principles of humanity, impartiality, neutrality, independence, voluntary service, unity, and universality. We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you require

accommodation measures during any phase of the hiring process, please notify us as soon as possible. All information received in relation to accommodation requests will be kept confidential.

To apply click here:

<https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CRCS&cws=75&rid=9139>