

**POSITION VACANCY**  
**Project Manager III**  
**Project Management Office (PMO)**

JOB ID:	J0522-0433
Classification:	Full-time Administration
Pay Band:	Pay Band 11
Pay Range:	\$87,433 - \$109,292 per year
Campus/Location:	Progress Campus (with flexibility to travel to all campuses)
Hours/Week:	35 hours/week
Shift Schedule:	Mon to Fri; 9 am to 5 pm
Posting Date:	May 5, 2022
Closing Date:	May 19, 2022

Centennial College recognizes and affirms Diversity, Equity and Inclusion and Indigenous ways of knowing as central to the vibrancy and uniqueness of its learning and working academic mission. We strongly encourage applications from members of Indigenous communities and all equity-deserving groups including Women, Racialized, Persons with Disabilities, and LGBTQ+ communities.

We also recognize that Centennial is situated on the Treaty Lands of the Mississaugas of the Credit First Nation and pay tribute to their legacy as well as that of all First Peoples that have been and remain present here in Toronto. We recognize that First Peoples come from sovereign Nations and that part of understanding our responsibilities of residing on this territory are understanding the true history, circumstances and legacy of the Treaties signed here (such as the Toronto Purchase, Robinson-Huron Treaty and Williams Treaties) and including pre-contact Treaties and Agreements between sovereign Nations and that all peoples in this area are therefore Treaty people with obligations and responsibilities to all our relations.

### Position Summary

The Project Management Office (PMO) at Centennial College is seeking a skilled and experienced Project Manager III. Reporting to the PMO Program Manager, the Project Manager is responsible for managing complex college-wide project (to one or more complex college-wide projects, regardless of budget or impact) with full range of troubleshooting authority through all phases including initiation, planning, execution and closing. The Project Manager is also responsible for troubleshooting projects with senior level stakeholders and navigate the political landscape to accomplish project objectives. The incumbent has extensive experience managing project obstacles and demonstrate leadership, strategic thinking and outstanding communication.

The Project Manager III will manage multiple projects of budgets up to \$500K and facilitate all necessary consultations, determine priorities for implementation, negotiate alignment of processes, and establish common policies and best practices to ensure achievement of strategic goals related to the assigned project(s). In addition, the Project Manager III is responsible to identify innovative solutions and respond quickly to address any project obstacles.

### Responsibilities

- Ensure that all projects are delivered on-time, within scope and budget
- Develop project scopes and objectives, involving all relevant stakeholders and ensuring feasibility
- Lead and manage large scope projects with a high level of risk
- Identify all the internal and external resources and ensures resource availability and allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope and schedule
- Mitigate change requests/bottlenecks; assist in performing risk management exercises to minimize project risks
- Set realistic goals by develop appropriate strategies
- Provide coaching and guidance to team members on project goals, tasks and deliverables
- Monitor and evaluate project progress on a regular basis to identify and address potential issues in a timely manner
- Stay abreast of latest global strategies, tools and terminologies used in project management
- Develop and execute an efficient internal communication strategy for ensuring communication with all levels of management within the team
- Develop tools and techniques for complex tasks according to the skills of every team member
- Supervise project teams and evaluate their performance
- Prepare, create and maintain project documents (i.e. reports, content/material to support change management and communications activities, post-implementation documents, lessons, etc.) as requested by the PMO Program Manager
- Ensure the use of project management best practices, processes and procedures as developed by Centennial College's Project Management Office (PMO)
- Other duties as assigned

### Qualifications/Experience

- Master's Degree in Business Management, Project Management, or a related field; equivalent education and work experience will be considered (e.g. CAPM, PMP)
- Seven (7) years' project management experience, managing and leading large scope projects
- Five (5) years supervisory experience, including training team members

- Proven success delivering on projects (on time and within budget) with experience managing more than one full project life cycle (start-to-end)
- Advanced computer skills using Microsoft Office (Word, Excel, PowerPoint, and Access) required; Visio, and MS Project.
- Excellent communication (verbal/written), presentation, interviewing, facilitating, and negotiating skills
- Proven conflict resolution skills
- Excellent organizational, communication, time management and leadership skills
- Strong influence skills and political acumen; experience managing stakeholder relations at all levels
- Flexible and highly adaptable to handle ambiguity
- Demonstrated initiative and independence of action
- Strong ability to critically think and problem solve  
Proven ability to navigate and maintain confidentiality on sensitive topics
- Ability to work independently and collaborate in a highly diverse, ever changing, and deadline oriented work environment
- Embraces and is committed to the principles of diversity, equity and inclusion

Apply online: [www.centennialcollege.ca/careers](http://www.centennialcollege.ca/careers)

*Proof of credentials or equivalencies from accredited regional or federal post secondary institutions and/or their foreign equivalents will be required at the time of job offer.*

When applying, your cover letter and résumé must include examples that reflect all of the requested skills and qualifications and must be submitted online **by May 19, 2022 at 11:59 PM EST. Please quote Job ID J0522-0433.** Misrepresentation of applicant information will be grounds for your exclusion from the competition or for dismissal should you subsequently be hired for the position. We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted.

We are committed to providing persons with disabilities equal opportunities regarding all employment activities, including access to jobs and accommodations during employment as required, in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).