**Manager, Project Management Office**
**College of Nurses of Ontario**
**Toronto, Ontario**

This is an opportunity to lead a six-person team and shape how the College of Nurses of Ontario plans and delivers work across the organization.

**The Organization**

The College of Nurses of Ontario (CNO) is the governing body for Registered Nurses, Registered Practical Nurses and Nurse Practitioners in Ontario. Its purpose is to protect the public by promoting safe nursing practice.

**The Role**

Reporting to the Director, Business Services & CFO, the Manager leads the Project Management Office within Business Services. The Manager oversees project portfolio governance and establishes an operational planning framework that connects organizational priorities with budgets and available capacity.

Key Areas of Leadership and Oversight

- **Project portfolio governance.** Oversee project intake, assessment, prioritization, approval, monitoring and closure. Establish stage gates and lead portfolio reviews so leadership can make informed investment decisions.
- **Operational planning.** Establish common planning methods and tools, connect project planning with annual business planning and budgeting, and coordinate plans with Finance, Risk Assessment and Management, People and Culture, and Information Technology.
- **Enterprise priorities and capacity.** Give leaders a clear view of project dependencies, resource needs and capacity. Bring that perspective to leadership forums and contribute to organizational planning and workplace initiatives.
- **Project management capability.** Help teams manage projects consistently through shared tools, training and communities of practice. Identify policy gaps and improve planning practices and procedures.
- **People and budget leadership.** Hire, coach, develop and evaluate six direct reports. Recommend and monitor the team budget, anticipate shortfalls and adjust plans or spending as needed.

COLLEGE OF NURSES OF ONTARIO
ORDRE DES INFIRMIÈRES ET INFIRMIERS DE L'ONTARIO

**The Ideal Candidate**

You bring sound judgment to decisions about competing priorities and know how to turn complex planning information into clear advice. You can help project owners test assumptions, work through trade-offs and agree on practical next steps. Your leadership reflects CNO's values of innovation, integrity, collaboration and well-being.

Qualifications and Experience

- An undergraduate degree in business, finance, public administration or a related discipline.
- Relevant professional and leadership experience, including responsibility for managing a corporate planning function in an organization of comparable size and budget.

Skills and Attributes

- Ability to analyze competing priorities, identify dependencies and advise leaders on options as risks or resource needs change.
- Skill in advising internal clients, facilitating project and operational planning, and adapting processes to support accountability.
- Ability to align team plans with organizational strategy, manage resources and develop staff in a way that reflects CNO's values.
- Clear communication and the ability to build trust across functions and incorporate different perspectives into decisions.

**Compensation and Benefits**

The hiring range is $159,762–$169,772, within a full salary range of $159,762–$191,714. CNO offers employer-paid extended health coverage, a Healthcare of Ontario Pension Plan (HOOPP), paid vacation. CNO's teleworking approach combines onsite work in Toronto with offsite work based on operational needs.

**To Apply**

**For full consideration please submit your application to** Manager, Project Management Office | KBRS **by 5 Jan 2027. Contact** Deb Clinton dclinton@kbrs.ca or Dr. Jennie Massey at jmassey@kbrs.ca.

The College of Nurses of Ontario is committed to equity, diversity, and inclusion. We welcome and encourage applications from candidates of all backgrounds and experiences. We will provide support and accommodations to applicants with disabilities, upon request. If you need accommodation in order to participate as a candidate in the recruitment process, please contact accommodate@kbrs.ca or communicate your needs to the recruitment professional named in the job description.

*KBRS does not use artificial intelligence in any part of candidate and application screening.*