

Manager, Portfolio Management Office (Information Management and Technology)

Keeping Ontario's Legislative Assembly running smoothly takes many talented people, doing many different jobs—from camera operators and committee clerks, to purchasing officers and researchers. The Office of the Assembly is dedicated to serving Ontario's Parliament.

Together, we provide non-partisan administrative and procedural services to all MPPs, as well as operational support for the daily activities of the Legislative Assembly of Ontario. Our success is determined by the strength and diversity of our staff and by supporting our core values: integrity, inclusiveness, collaboration and excellence.

Reporting to the Chief Information and Technology Officer (CITO), in **Toronto, ON**, you will provide key leadership and strategic advice in the identification, development and completion of information and technology projects and initiatives at the Assembly. This is a unique and challenging opportunity for a results-oriented and client-focused leader.

What You'll Do

You'll act with integrity to:

- Plan, manage, and operate the Portfolio Management Office (PMO) and its staff, and implement proper methods, processes, tools, and standards for effective business analysis and project and portfolio management to support Assembly projects and initiatives.
- Work with Directors and Managers to develop and implement the tools and processes to collect, maintain, and report the information required to manage the Assembly's information management and information technology projects. Specifically, this information will encompass business case development, project status reporting, resource planning, financial and budget status, key performance indicators, user-centred design, project outcomes and evaluations, and identified issues and risks.
- Analyze and present the information with recommendations to operational and technical staff, Managers, Directors and Senior Management for decision-making and review.
- Develop and implement standards, processes, and information requirements to ensure efficient and effective project and portfolio management and reporting.
- Communicate project status updates, activities, decisions, strategies and policies to stakeholders as they relate to information and technology projects under the purview of the PMO.

You'll support our collaboration as you:

- Work closely with Senior Management and Assembly Directors to identify and schedule the information management and technology initiatives that will be prioritized and completed at the Assembly.
- Work with Assembly offices, technical teams and outside vendors to ensure that projects are completed on time, and on budget, and meet the Assembly's standards.

How You Qualify

You demonstrate excellence through your:

- Completion of a university degree and five or more years of experience in managing information technology and/or information management projects and initiatives.
- Project Management and/or Business Analysis or equivalent certification (considered an asset).
- Knowledge of, and experience in implementing, professional project management and business analysis practices in general and specific to information management and software design, including agile.
- Ability to identify key technology and process business requirements and think strategically about the information and technology needs of the Assembly and the MPPs.
- Excellent understanding of the intersection between information and technology, and how they support, and integrate with, each other.

- Excellent collaboration, communication and negotiation skills, with the ability to interact effectively with multiple stakeholders at varying levels.
- Self-motivation, enthusiasm and ability to work with minimum supervision.
- Strong analytical skills, with attention to detail.

If you join our team, you can expect:

- A comprehensive benefit and pension package
- Access to an employee and family assistance program
- A dynamic work environment
- To work with a team of dedicated professionals
- To be encouraged and supported to grow your career through training and development
- Long Service Recognition Awards

Salary Range: \$90,348 to \$136,530 per annum

The Office of the Assembly is currently in a one-year flexible workplace pilot program that will run until May 31, 2023. The program permits employees in certain positions to work some of their regular scheduled hours from a mutually agreed-upon location away from the office without compromising the efficiency and effectiveness of the Office of the Assembly business or overall service delivery. Employees that are able to participate in the program understand and agree that they must be available, when requested, to be onsite as required and, as such, are required to maintain proximity within commuting distance in Ontario from the Assembly's formal place of business at the Legislative Precinct in Toronto, Ontario. Employees may be required to return to work in the Legislative Precinct full-time at the conclusion of the pilot program.

If you share our values and are interested in this position, please visit us at www.ola.org and select **Careers** for more details. File No.: **LA-2022-69** Closing Date: **Monday, September 26, 2022**

The Legislative Assembly of Ontario embraces diversity and, as an equal opportunity employer, is committed to creating an inclusive workplace while establishing a diversified qualified workforce. If you require accommodation in order to participate in the recruitment process, please email your contact information to hr@ola.org for follow-up.

While we appreciate your interest in obtaining employment with the Legislative Assembly of Ontario, only those selected for an interview will be contacted.