



Position Title: Corporate Project Lead	Supervisor Title: Manager, Records, Privacy and Information
Classification: IS30	Supervisor Position #: 00108622
Work Unit: Critical Audit Support Services	Office: Office of the Auditor General

JOB OVERVIEW

Reporting to the Manager, Records, Privacy and Information, the Corporate Project Lead is responsible for leading the development, implementation, and evaluation of cross-functional initiatives from concept to completion, aligning business objectives with actionable project plans. They apply business analysis techniques to identify requirements, assess risks, and ensure alignment with corporate strategic goals as projects are taken from concept to completion. They leverage project management frameworks and tools (e.g. PMBOK, Agile, etc.) to manage financial resourcing, deadlines, and status updates with key partners. They also collaborate with program managers to use technology strategically to improve business outcomes, conduct thorough investigations of potential solutions, and analyze their feasibility and impact.

ACCOUNTABILITIES

- Conducts business needs assessments, data collection, and technology research, and analyzes and assesses options, risks, cost benefits and support requirements of various proposed solutions in collaboration with subject matter experts.
- Gathers and analyzes business requirements through stakeholder interviews and research to define problems, develop solutions scopes, and document functional requirements.
- Assists in preparing detailed business cases and project feasibility studies, and provides recommendations through the organization's internal planning and approval process.
- Manages and implements projects through all phases of the project management life cycle within accepted standards and deliverables.
- Finalizes project scope, defines deliverables, and develops project charters to align with the direction of the program area.
- Cultivates a broad range of relationships to achieve project objectives, including leading consultation sessions.
- Prepares presentations and provides advice and/or project status updates to OAG executive and leadership.
- Manages the tracking/reporting of the budget associated with projects, including the creation of tracking tools, processes for payments related to the project, monitoring of funds expended, and reporting to leadership/executive.
- Anticipates issues and proactively addresses/resolves issues before they occur; reviews recommended responses/actions.
- Ensures program area requirements and priorities are understood and met throughout the systems development life cycle (e.g., change management, problem resolution, acceptance testing, implementation, and post-implementation reviews).

JOB REQUIREMENTS

- Master's degree in related field and two years of related experience; OR
- Bachelor's degree in related field and three years of related experience; OR
- Diploma in related field and four years of related experience; OR
- Certificate or coursework in related field and five years of related experience.
 - Related educational field includes:
 - Business administration, public administration, project management, or equivalent.
 - Related experience includes:

- Experience managing multiple projects or leading a component of a major project.
- Experience managing engagement with senior level partners and leading consultation sessions.
- Experience in budget management, procurement and conflict resolution.
- An equivalent combination of education and experience may be considered.

Preferences

- Project Management Professional (PMP) Designation.
- Certified Associate in Project Management (CAPM) certification.
- Certified Business Analysis Professional (CBAP) or equivalent.
- Experience developing and implementing organizational governance frameworks.
- Experience leading large information/records management projects.

BEHAVIOURAL COMPETENCIES

Leading Self and Others

Holding People Accountable	involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.
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Achieving Business Results

Planning, Organizing and Coordinating	involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver on the organization's mandate
Problem Solving And Judgement	is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes, and generate solutions.

Personal Effectiveness

Building Partnerships	is the ability to build long-term or on-going relationships with stakeholders (e.g. someone who shares an interest in what you are doing). This type of relationship is often quite deliberate and is typically focused on the way the relationship is conducted. Implicit in this competency is demonstrating a respect for and stating positive expectations of the stakeholder.
Integrity	refers to actions that are consistent with what one says are important. People with integrity “walk the talk” by communicating intentions, ideas and feelings openly and directly, and welcoming openness and honesty even in difficult negotiations.

Interpersonal Relationships

Conflict Management	is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization.
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