

**1. IDENTIFICATION**

<b>Position No.</b> 14-04877	<b>Job Title</b> Project Manager	<b>Supervisor's Position</b> Manager, Informatics Projects	
<b>Department</b> Community and Government Services	<b>Division/Region</b> Informatics Planning and Services/Headquarters	<b>Community</b> Iqaluit	<b>Location</b> 4 <sup>th</sup> floor Brown Bldg.

**2. PURPOSE**

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>To work within the Government of Nunavut's (GN) Informatics and Planning Division (IPS). This position is within the IPS Project Office section which deals primarily with the development of new or enhanced computer systems for all departments within the GN. The incumbent will work with a Project team consisting of the Project Manager, client department representation, IPS technical representatives and, potentially, outside contractors.</p>
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**3. SCOPE**

<p><b>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</b></p> <p>This position is located in Iqaluit, Nunavut and will report to the Senior Manager Systems Development within the IPS section. The Senior Project Manager will provide input and advice to the Project Manager.</p> <p>Working under this above mentioned guidance, the incumbent's main responsibilities will be project planning, administration, and monitoring. The incumbent will also be expected to provide liaison with the client department and outside contractors as required.</p> <p>The incumbent will provide management skills necessary to keep the assigned project or projects on time, within scope and within budget. Poor management could result in a project being delayed or cancelled, allocated budget being lost and/or delivery of a project that does not fulfill the requirements of the client department.</p>
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#### 4. RESPONSIBILITIES

**Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.**

The Project Manager is responsible for the following phases of a Project.

**Project Initiation:**

- assisting the client department in identifying needs for a specific project, this may take the form of reviewing existing application and/or business processes and identifying gaps in functionality or processes
- assisting the client department in identifying a budget and timeframe for the Project, budgets may be from \$35,000 to in excess of \$1.5 million while the timeframe may range from two months to over two years
- assisting the client department in developing, advertising and evaluating a Request for Proposal according to the GN standard RFP process
- Preparing a contract for signature by the contracting authority

**Project Planning:**

- Preparation of a Project Charter which clearly outlines to all stakeholders the scope of the project
- Establishment of a communication plan for the Project which indicates requirements for meetings, issue resolution and contacts
- Preparation of a Project Plan which clearly identifies the time frame and resources needed for the Project
- Establishment of a Project team which may include departmental representatives as well as third party vendors required for the delivery of the Project

**Project Delivery:**

- Monitoring of Project Charter and Project Plan to ensure that deliverables are on schedule
- Initiating and monitoring any changes in the scope or time (change requests) for the Project and evaluating the impact on the Project budget
- Coordinating ongoing communication with Project team
- Coordinating test cases and testing of the application
- Coordinating required training for end users
- Certification of Product delivery

**Project closure:**

- Coordinating final signoff for the Project
- Ensuring that post implementation support is in place
- Coordinating final production implementation of the application with the Operations team and the end users
- Providing post implementation review of the Project identifying problem areas to assist the Project Office in refining delivery of all Projects

## 5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

**Knowledge** identifies the acquired information or concepts that relate to a specific discipline. **Skills** describe acquired measurable behaviors and may cover manual aspects required to do a job. **Abilities** describe natural talents or developed proficiencies required to do the job.

**These requirements are in reference to the *job*, not the incumbent performing the job.**

The incumbent will have a degree in Information Management or Information Technology with 3 years of related project management experience. In addition, the incumbent must have a certificate in project management, preferably from the Project Management Institute of Canada.

Applied knowledge with the concepts, theories, principles and practices of:

- Budget Management;
- Document and Change Management;
- Client and Contract Management
- Unified Modelling Language (UML) notation;

This position requires excellent planning, organization, and communication skills, as well as a demonstrated ability to work well within a team and as a project team leader.

In addition, the following will be considered significant additional assets for the incumbent:

- Knowledge of relevant legislation and regulations applicable to information management and information technology (*Access to information and Privacy Act*, Consulting and Audit Canada standards, etc.) for systems integrity, reliability and security.

Experience working in rural, remote or northern communities is an asset.

Fluency in Inuktitut/ Inuinaqtun is an asset.

This is a highly sensitive position, a satisfactory Criminal Record Check and Vulnerable Sector Check are required.

## 6. WORKING CONDITIONS

**List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).**

### Physical Demands

**Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.**

The work requires frequent movement from one building to another. Some projects may require travel to remote Arctic communities.

### Environmental Conditions

**Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.**

The position requires extended use of computers.

### Sensory Demands

**Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.**

Work requires intense focus on complex variable information patterns for extended periods, usually via a computer screen.

### Mental Demands

**Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.**

This position requires working within a team of people that may have a varying levels of commitment to the task. Coordinating the work of other team members who do not directly report to the Project Manager can be challenging. In addition the requirements of the task may change which may require modification of previously agreed schedules or budgets. Constant monitoring of third party vendors becomes stressful when the delivery of a product is delayed or the product is faulty.

**7. CERTIFICATION**

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

**8. ORGANIZATION CHART**

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**