

Project and Governance Analyst

Project Management Office, Office of the Chief Information Officer

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

DUTIES

The Project and Governance Analyst works across the College to support the efforts of Project Managers (PM's), the Project Management Office (PMO), Enterprise Project Governance and overall Information Technology (IT) Governance. Under the direction of the PMO they regularly interact with all enterprise projects on campus to understand status and progress, and provide resources and support. They support portfolio management and enterprise governance that enables decisions, accountability, and oversight. They support and help develop project management practices, including methodologies and templates. Working with the CIO and Senior IT staff they support overall IT Governance, the development and maintenance of IT policies, directives and standards, including drafting, editing, and revising policies and standards, and supporting their implementation. They support the Office of the CIO, PMO, and projects in general by performing analytics and research.

REQUIRED QUALIFICATIONS

- Certificate specializing in project management, business analysis. An equivalent combination of education and experience may be considered
- Experience with the definition, documentation and tracking of project plans, budgets, and schedules
- Knowledge of project management including practices, tools, methodologies and approaches
- Knowledge of financial management of projects including project budgeting, forecasting, estimating and resourcing
- Strong analytic abilities, including the ability to research information; synthesize details into insights; and to use information and metrics to support analysis, conclusions, and recommendations
- Effective verbal communications with the ability to communicate at all levels of the organization including senior audiences
- Effective technical writing and formal communications including drafting reports, presentations, project documents, policies, procedures, and related documents where precision, detail, focus, and presentation are critical
- Attention to detail to ensure accurate and error-free reporting and documentation
- Strong emotional intelligence, including the ability to read situations and respond appropriately
- Curious, in order to ensure understanding
- Ability to work independently and as part of a team including initiation of work and seeking direction when required
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Certification in Project Management, Change Management, Business Analysis, or Service Management
- Experience in enterprise project governance
- Applied experience in the operations of a Project Management Office
- Experience performing independent analytics

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- This position may be required to travel

RRC Polytech campuses are located on original lands of Anishinaabe, Cree, Ojji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

COMPETITION NUMBER

2022-099

CLOSING DATE

July 4, 2022

SALARY

\$52,465 - \$71,851 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr