

As Canada's fastest growing municipality (based on 2021 Census data), the Town of East Gwillimbury is located along Highway 404 in northern York Region and is as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!

Reporting to the Director, Modernization & Transformation, the Modernization Project Manager leads key modernization initiatives that span multiple business units and run concurrently with other projects including a CRM implementation, municipal election process and a digital forms automation project. The Sr. Project Manager has the critical responsibility to recognize and manage their projects to minimize the impact of outside dependencies.

Project Management:

- You will define and manage project scope, goals, and deliverables that support business goals in collaboration with senior management and stakeholders. Develop, manage, and validate full-scale project plans and associated communication documents.
- You will set and continually manage project expectations with team members and other stakeholders. Manage project inter-dependencies including reporting on exposures resulting with inter-project dependencies. Management of the integrated project plan and completion of project deliverables to approved project budgets and schedules.
- You will develop plans to manage activities and ensure required controls are in place to complete the project deliverables within financial targets. Development and management of the project scope.
- You will identify and manage change requests that impact project scope, schedule and budget, ensuring the update of related project documents/artifacts. Perform project closure, document lessons learned; develop post-implementation plan and hand over to operation team.

Risk/Issue Management:

- You will manage project risks and issues and implement appropriate mitigation strategies and actions for each. Document and manage risk, issue, and decision log (RAID). Work with the team, escalating when appropriate. Using best practices, professional judgment, and experience, proactively work to prevent project issues.

Communication/Reporting:

- You will effectively communicate project expectations to team members and stakeholders in a timely manner. Develop and deliver progress reports, proposals, project logs and presentations. Lead and direct steering committee and stakeholder meetings, providing regular project status/ dashboard reports as required by sponsors and the PPMO process.
- You will manage effective relationships with the Senior Leadership Team (SLT) and project stakeholders. Communication will include negotiating project deliverables with vendors, including delivery dates, additional work, scope, and changes.

You have an Undergraduate Degree majoring in Computer Science or Business (Commerce, Business Administration etc.), or an equivalent combination of education and experience, and a solid understanding of Project management tools like M365, SPO, MS Office, MS Project or Project online is required and exposure to PPM tools is preferred. A seasoned IT project professional with 8+ years of relevant IT project management experience and process mapping skills, knowledge of both waterfall and agile methodologies is highly preferred; PMP / Agile certification is strongly preferred, knowledge of Municipal technologies and or Municipal management is preferred. Working knowledge of various technology systems such as SAAS implementation, ERP implementation, Identity management, Digital environment, Cloud implementation, Infrastructure & Data visualization related projects is preferred. Demonstrated experience in people management and are comfortable contributing in a cross-functional environment.

Salary Rate: \$75.00/hour

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

Deadline for applications is May 2, 2022

Please be advised that effective November 1, 2021, all staff (including full-time, part-time, seasonal, and contract) will be required to receive two doses of a Health Canada-approved COVID-19 vaccine.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.