Toronto District School Board

COMPETITION #: SCH II-15-0193NE
POSTED: October 21, 2015
DEADLINE: 12:00 noon: October 29, 2015

Project Manager

1 – Permanent Position

Information Technology Services

Schedule II, Level 8
(Non-Union)
$85,358 to $102,432

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

Reporting to the Manager, IT Portfolio Management & Communications, the Project Manager is responsible for the overall management of information technology projects including the implementation of hardware, software and networks needed to support day-to-day operations of the Board.

The Project Manager will be responsible for managing projects where the scope and/or complexity of a project extend beyond the resources within any given IT Group. The role includes all phases of project management including planning, costing, scheduling, communications, liaison, human resources management, quality assurance and risk management for corporate-wide projects.

Summary of Duties:

- Ensure successful delivery of information technology projects through the management of the development, review and maintenance of project plans, regular status reviews, management reports and problem resolution management;
- Manage implementation activities such as data conversion, design and development of large corporate data base applications; selecting and establishing technical architectures; implementation of technical infrastructure, risk assessment, quality assurance projects;
- Assist in the development, creation, recommendation and implementation of strategies for effective management and control of technology related projects, and facilitate the research and implementation of project management "best practices";
- Assist in the definition and management of customer service level agreements and performance management processes and the monitoring of them as they relate to the management of large scale projects under the responsibility of the IT Services Organization;
- Assist in the development and implementation of necessary project management service activities and tools for improved organizational effectiveness;
- Assist sponsors in the management of projects as a portfolio;
- Manage the project-related activities of external service providers and suppliers;
- Act as a catalyst between the government, community and other external organizations, Board and school staff and industry in project-related activities;
- Develop and implement corporate-wide communications strategy related to projects;
- Represent the Board by assisting in negotiations, contract management and other contracts with technology project management suppliers and related service organizations;
- Manage staff and budgets related to the provision of project management, project review and guidance across the Board;
- Provide leadership in fostering equity and inclusiveness in the development and implementation of programs and services; and
- Other duties as assigned.

Qualifications:

- Post-secondary degree in a related discipline such as Computer Science with five years of progressively responsible experience in an information technology projects management environment, or equivalent combination of education and experience;
- Certification in Project Management preferred or attended equivalent Project Management Courses
- Experience in managing projects as well as team of specialized project leaders;
- Ability to effectively bridge business and information systems, construct partnerships and maintain relationships with diverse client groups at all levels of the organization are also required;
- Training and/or experience in the implementation of packaged software solutions, re-engineering and change management;
- Detail oriented and analytical with strong problem solving skills;
- Superior oral, written, presentation, interpersonal and organizational skills;

- Proven ability to communicate and collaborate effectively using a variety of methods and tools, including social media;
- Strong time management and project management skills including the ability to meet task schedule requirements, multi task and prioritize;
- Proven ability in promoting equitable practices which value inclusiveness and diversity; and
- Successful leadership experience including mentoring and team building skills.

Special Requirements:

- Provision of own vehicle for Board Business; and
- Requires regular travel across the TDSB.

Location: This position is currently located at 140 Borough Drive (wheelchair accessible).

Please Note:

Applications **must** be submitted:

1. in résumé form with a covering letter.
2. with competition # SCH II-15-0193NE in the subject line of the covering letter.
3. no later than 12:00 p.m. on October 29, 2015.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.