

Closing Date: February 29, 2024

PROJECT MANAGER, CORPORATE PROPERTY SERVICES

Full Time Employment Opportunity

Reporting to Senior Manager, the Project Manager is responsible for administering the planning, design, renovation, construction, commissioning and operational turnover of projects as assigned. The incumbent will plan, organize, control and lead the projects in accordance with the existing and emerging project management practices and methodologies at Manitoba Liquor & Lotteries.

Duties:

PROJECT INITIATION

- Initiate projects in collaboration with other project stakeholders by acquiring and defining business requirements and ensuring project objectives/deliverables align with the corporate strategic plan.
- Assist Project Sponsor in defining project deliverables.
- Document high level project deliverables in the charter/scope documents.
- Obtain approvals from Project Sponsor to initiate project.
- Assist in the development of a business case as required.

PROJECT PLANNING

- Determine internal and external resource requirements and secure resource commitments from functional areas.
- Develop and document a project organization chart and roles and responsibilities.
- Create a stakeholder analysis including stakeholder identification, role in decision making, influence on project outcomes, requirements for information and potential strategies to effectively manage stakeholder needs.
- Initiate a risk assessment in consultation with the Enterprise Risk Management (ERM) team.
- Delineate detailed project deliverables into in- and out-of-scope activities; document and develop project charter/scope statement.
- Obtain approvals from Project Sponsor and Program Manager.
- Break down work activities into tasks, define durations, dependencies and resource accountabilities resulting in a project schedule.
- Develop detailed project budgets in collaboration with Finance.
- Develop procurement plans and determine appropriate contract agreement forms/content, etc.
- As a key member of the Integrated Design Process (IDP), participate in meetings, discussions and represent Manitoba Liquor & Lotteries' interests.

PROJECT EXECUTION, CONTROL AND MONITORING

- Monitor project budgets in conjunction with Finance and take steps to correct or adjust costs when required.
- Lead project status meetings to ensure project schedules, deliverables and budgets are being met.
- Identify potential risks or issues and take corrective actions to ensure project objectives are being met.
- Provide Project Sponsor/Program Manager and relevant stakeholders with project status reports.
- Administer change management process & cash flow projections, consistent with financial authority.

PROJECT CLOSEOUT

- Lead the commissioning and turn over of the project to operations.
- Perform "lessons learned" sessions with team members, project sponsors and relevant stakeholders; document and distribute reports/results.
- Conduct variance analysis on project schedule and budget in collaboration with Finance.
- Archive all relevant project documentation as per Records Management policies and procedures.

OTHER

- Collaborate with other divisional and departmental project managers to coordinate resource utilization and to ensure conflicting objectives are resolved early in the respective planning phases.

Primary Qualifications:

- A post-secondary degree in building architecture, engineering or engineering technology, complete with industry designations: M.A.A., P.Eng., BID, CET or C.T. (Arch. Or Build.), or equivalent combination of education and experience.
- A post-secondary credential from a recognized project management program with industry designation – Project Management Professional (PMP) or Gold Seal Certification (GSC), or equivalent.
- A minimum of ten years' experience in managing commercial construction and renovation projects.
- A demonstrated, thorough understanding of building systems, architectural and engineering agreements and practices, construction agreements and contract administration practices.
- Demonstrated project management experience with the ability to analyze and solve problems independently using good judgment, strong leadership and organizational skills, adoption of best practices, strong initiative and ability as a self-starter, and budget management.
- Have and maintain a valid Manitoba Class 5 driver's license.
- Excellent communication and interpersonal skills.

**** Manitoba Liquor and Lotteries is committed to Diversity, Equity and Inclusion. We strive to hire a workforce that reflects the community we serve. Employment equity will be considered therefore applicants who identify as women, Indigenous people, members of racialized groups, and persons with a disability are encouraged to apply.*

If you require an accommodation at any time during the recruitment process, please let us know how we can meet your needs.

Salary: \$38.85-\$51.54
Bargaining Unit: Exempt
Location: Buffalo Place

Individuals should apply by completing our online application form at www.mbl.ca/jobs or by submitting a resume and application to careers@mbll.ca

All applications are due by **February 29, 2024.**

We thank all interested applicants, however, only those selected for interviews will be contacted.

Posted: February 23, 2024