

PROJECT MANAGER, STRATEGIC INITIATIVES

Full Time Employment Opportunity

Reporting to President and Chief Executive Officer. The Project Manager, Strategic Initiatives defines, manages and delivers project management services for a division wide strategic initiative. The incumbent translates complex strategies into specific project plans with defined deliverables that ensure alignment with the business objectives. The incumbent guides the efforts of the project team, the business units, and external vendors to achieve project objectives, while balancing competing project constraints of scope, quality, schedule, budget, resources, and needs

Duties:

- Apply program/project management methodology and standards for effective project initiation, planning, execution, monitoring/controlling and closing of assigned projects,
- Engage and include an entire division in a complex, transformational project.
- Oversee project teams, ensuring overall goals are reached.
- Working closely with the Project Sponsor, Divisional Leadership team, and Cross-functional teams, develop project Terms of Reference and detailed plans, including milestone dates and deliverables.
- Define and sequence activities, estimate resources and durations, and develop, manage, and control the project schedule.
- Identify key requirements needed from cross-functional teams and external vendors.
- Determine internal and external resource requirements and secure resource commitments from functional areas.
- Analyze, evaluate, and overcome project risks, and produce reports for management and stakeholders.
- Plan, manage, and control project budget and expenditures in conjunction with Finance to ensure the project is completed within the approved budget.
- Develop communication plan to engage stakeholders, maintain awareness and report progress to the organization.
- Work directly with Channel Partners, suppliers, regulatory agencies, government departments and other jurisdictions to assess their needs and wants while providing effective communication.
- Assess other related project initiatives for impact to the assigned initiative.
- Work closely with the operational areas to identify training needs, learn the impact the project implementation will have, identify procedures, processes, and positions affected.
- Work with business stakeholders to ensure project outputs are successfully transitioned into operations and capable of delivering long term results.
- Provide leadership through solid people management practices.
- Recruit, manage, coach and evaluate the performance of employees.
- Ensure that department employees provide excellent customer service.
- Provide training, guidance and direction. Ensure positive morale and motivation of employees. Resolve problems and issues, and provide conflict resolution in a sensitive, confidential and professional manner.
- Ensure all applicable compliance, regulations, policies, procedures and corporate social responsibility are understood, supported and adhered to by all employees.
- Carry out all required duties and responsibilities of a supervisor of workers, as outlined under provincial safety and health legislation.
- Assist in the selection and development of the project team.
- Provide collaborative leadership to the project team drawing on their knowledge, expertise, and skills.
- Provide functional supervision and management responsibilities to project team members. Provide feedback and assign tasks, monitor progress, and review results.
- Monitor performance and progress of external consultants; provide feedback to consulting management as requested; document and communicate consultant performance to Manitoba Liquor and Lotteries (MBLL) senior management.
- Champion Corporate Responsibility (CR) by integrating CR practices into products, plans, and work practices and by assessing the business and customer risks and opportunities associated with gambling, liquor and cannabis products, as relevant.

Primary Qualifications:

- Completion of a recognized degree or diploma program in Project Management or Business, or an equivalent combination of education, certification, and experience.
- A minimum of five (5) years' leadership experience in a business environment, with 4-5 years' experience in leading complex, transformational projects/programs that impact all aspects of a business.
- Knowledge and application of Project Management Body of Knowledge (PMBOK).
- Experience leading transformational projects/programs that involve changes to people, processes, and systems.
- Experience managing large project/program budgets including capital and expense costs.
- Possess a sharp business mind and a proven ability to strategize and implement division wide strategic initiatives.
- Possess an entrepreneurial spirit and continuously innovate to achieve great results.
- Confidence in analysis abilities, with proven success delivering results in ambiguous and sophisticated project efforts.
- Proven facilitation, time management and problem-solving skills.
- Communicate with honesty and kindness and create the space for others to do the same.
- Strong leadership, sound judgement, critical thinking, and decision-making skills.
- Lead with courage, knowing the possibility of greatness is bigger than the fear of failure.
- High level of self-awareness and emotional intelligence.
- Refined relationship development and leadership skills with a track record of success building credibility across all levels of an organization. Ability to develop positive relationships across the business to partner on key initiatives and gain consensus on processes and strategies.
- Skilled in the art of communication in both written and verbal communication methods.
- Intermediate skills in Microsoft 365 (Word, Excel, PowerPoint, Outlook, OneDrive, and Teams) and MS Project.

Secondary Qualifications:

- Bilingual (French/English) language skills is preferred.
- Knowledge of retail and/or distribution industries is an asset.

****Testing may form part of the screening/selection process. Employment Equity will be a factor in the recruitment process. Circumstances may arise where the bulletin may need to be withdrawn or the number of positions may need to be increased depending on the Collective Agreement*

Salary: \$41.79-\$55.38
Bargaining Unit: EXEMPT
Location: Empress

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

All applications are due by May 27, 2022.

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

Posted: May 13, 2022