

Class No:	
Original Date:	April 14, 2015
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Pay Group:	22

CLASS SPECIFICATION

PROJECT PLANNER

NATURE AND SCOPE OF WORK

This is operational and administrative work in support of Facilities related projects. An incumbent in this position is primarily responsible for creating the documentation and coordinating the execution of low-scale projects and tracking, monitoring, and following up on project progress until its formal completion, in accordance with Capilano University's Project Management Processes. Duties of the position also include providing logistical support to the project team and ensuring project documentation is complete. This position reports to the Manager, Project Management Office.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Coordinates low scale project work, such as small renovations, moves, modifications to building components, and others.
- Responsible for creation of project charters, and revises in accordance with approved changes.
- Tracks, monitors, and follows up on project milestones and progress and escalates delays and issues to the Manager, Projects Management Office as necessary.
- Organizes, coordinates and supports the day-to-day activities of the Project Management Office within Facilities Services.
- Ensures project documentation is complete, current and stored appropriately.
- Provides logistical support to the Project Management Office team.
- Ensures completion of Facilities project close out activities including lessons learned, evaluations and assessment of results.
- Monitors Facilities project progress and liaises with project stakeholders to report on progress.

- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S., Earthquake).
- Performs duties related to the requirements and qualifications of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of the objectives, rules, regulations procedures and methods of the department.
- Thorough knowledge of word processing, spreadsheet and database applications, and the ability to upgrade and learn new applications.
- Thorough knowledge of project management methodologies.
- Thorough knowledge of project management techniques and tools.
- Ability to plan, organize and carry out activities within tight timelines.
- Ability to understand and keep up with constantly changing information, analyze and formulate solutions to a variety of problems.
- Ability to establish and maintain effective working relationships with all levels of clients and management.
- Ability to collaborate and work with cross-functional teams.
- Ability to communicate in a clear, concise manner in both oral and written form.
- Ability to work with minimal supervision.
- Ability to be flexible and quickly adapt to changing needs and processes.

REQUIRED TRAINING AND EXPERIENCE

- Completion of two years (approximately 60 credits) of post-secondary education in applied business technology or business education or equivalent.
- Five years of work experience in a planning or coordination role or an equivalent combination of education and experience.
- Business analysis experience is considered an asset.
- PMI Certified Associate in Project Management (CAPM) certification or equivalent is considered an asset.

REQUIRED CERTIFICATES, LICENCES AND REGISTRATIONS

- None.