

Class:	MoveUP Staff
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CLASS SPECIFICATION

PROJECT LEAD

NATURE AND SCOPE OF WORK

Reporting to the Manager, Digital Transformation Office (DTO), Digital Technology Services (DTS), the Project Lead provides support to digital project services required by the university community.

The incumbent in this position is primarily responsible for initiating, planning, implementing, monitoring, and closing of multiple digital technology projects, in addition to supporting project and change management activities, coordination of testing, communications and documentation relating to digital systems.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Create briefing notes and business cases with the university community to support the request of digital solution projects submitted to the Technology Steering Committee (TSC) via the AVP DTS.
- Create project change requests (PCR) to be submitted for approval to the TSC via AVP DTS that result in project scope, budget, schedule, or quality changes.
- Contribute to and coordinate digital technology assessment requests that have been made by the university community.
- Contribute to the inventory of digital solution projects and artifacts.
- In consultation with the Manager, DTO, lead and coordinate assigned initiatives using the DTO standard gated project lifecycle, adhering to DTO guidelines, standards, processes, tools, and templates.
- Perform key project-related activities such as resource levelling, risk/issue mitigation, project budgets and decision records.
- Develop project artifacts including, but not limited to, project charters, project plans, project scoping, risk assessment, adaptation plans, project close reports, evaluation plans and project status reports.

- Coordinate project related activities for implementation of digital solutions, ensuring that project governance is established for project support.
- Working closely with the Manager, DTO, deliver projects in scope, on budget, and on schedule.
- Coordinate and maintain project schedule using DTO tools, ensuring the schedule can be made available to project sponsors as required.
- Coordinate and maintain project budgets, including monitoring and tracking of vendor invoices ensuring costs do not exceed contractual agreements.
- Guide project team members in the collection of project requirements, reviewing these to ensure that the project has well-defined goals and objectives.
- In collaboration with the Manager DTO, determine project resourcing needs, collaborate with DTS teams and university community to ensure that the project is resourced appropriately throughout the duration of the project.
- Perform project evaluations and lessons learnt reports for approvals.
- Conduct regular reviews and audits of projects as requested by Manager DTO, ensuring compliance with the DTO standard gated project lifecycle, project standards, processes, tools, and best practices.
- Select appropriate project methodologies and approaches to support the delivery of technology change to the university community. This will include communications, training, and supporting transition to operations environment.
- Support the successful implementation of projects by promoting, informing, and providing support to key partners and those impacted by the resulting change.
- In coordination with the Manager, DTO, develop and maintain project risk assessment plans to identify and mitigate risks associated with digital technology solutions. Work closely with the Cybersecurity team to ensure all digital cyber-related risks are at a satisfactory and approved rating.
- Contribute to and maintain a knowledge library consisting of all project artifacts including best practices, lessons learnt and evaluations.
- Create project reports including dashboard-style reporting for executive and department leadership, providing information about project progress and project financials.
- Review lessons learnt artifacts and create a feedback loop with the Manager DTO, making recommendations for improving project management processes.
- Build strong working relationships and partnerships across the university, providing expert advice on initiatives and methodologies, and engaging with external communities of practice.
- Participate in vendor selection, including development of RFPs, evaluation of proposals and vendor performance, support agreements and licensing.
- Perform duties related to the qualifications and requirements of the job.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of and experience with project management methodologies and best practices, including Traditional, Agile, Lean, Critical Path Method, SCRUM, Rapid Prototyping. Familiarity with the role, responsibilities, and procedures of a digital technology office.
- Experience delivering digital solution projects in areas including infrastructure, systems, integration, data.
- Understands the role of digital solutions and how change affects teams and processes.
- Knowledge of System Development Lifecycle methodologies.
- Knowledge of Change Management methodologies.
- Knowledge of project management practices and processes, such as Lean management principles.
- Experience in scope management, risk assessment and mitigation, and project budget control.
- Experience in development of RFIs, RFPs, including gathering and writing requirements, evaluation management and vendor contract negotiations.
- Demonstrates thoughtful judgement when responding to situations that are not going well and uses foresight to overcome obstacles.
- Embraces a continuous improvement mindset in an ongoing effort to improve services and processes; takes independent action when appropriate, acting within departmental and university objectives.
- Able to encourage and support cross-functional, high-performing teams, set expectations, recognize achievement and proactively address conflict.
- Able to understand complex systems and processes and find diverse solutions to stubborn problems; make clear, consistent and transparent decisions; act with integrity in all decision making.
- Able to deliver high quality project artifacts.
- Able to work under pressure and against tight timelines.
- Able to demonstrate creative thinking in project approaches leading to successful outcomes.
- Able to apply hybrid project leadership methodologies to successfully deliver digital solutions.
- Able to select, apply and report evaluations for digital solutions that are based on IT frameworks.
- Able to communicate effectively with multiple levels within an organization.

REQUIRED TRAINING AND EXPERIENCE

- A minimum of 5 years of relevant professional experience, including 3 years in a project management role with direct responsibility for project delivery in the public sector.
- A bachelor's degree in any discipline.
- PMP certification
- Experience with project management tools such as JIRA; SmartSheet, Microsoft Project, Asana.