

The City of Calgary Career Opportunity

Program Manager – API3

External Opportunity

Reference # 200476

Closing Date: 27 February 2012

Basic Job Information

Posting Title: Program Manager - API3

Business Unit/Division: Calgary Police Service/Bureau of Organizational Support

Location: 5111 - 47 Street N.E.

Union/Position: Exempt Level F/Temporary (up to 18 months)

Compensation: \$80,212 - \$122,851 per annum

Hours of Work: This position works a standard 35 hours per week.

Business Unit Information

The Calgary Police Service, in concert with other agencies and the citizens of Calgary, is instrumental in preserving the quality of life in our community by maintaining Calgary as a safe, vibrant and resilient city. Come join us at Calgary Police Service where we offer challenging and rewarding career opportunities, variety of work, and the ability to contribute to your community.

Responsibilities

The Program Manager will be responsible for the development and monitoring of an integrated MS Project Plan that includes activities from all streams of the program (IT, Business Transformation, UAT, and Training). The Program Manager will also be responsible for the identification and tracking of program level issues and risks and will lead the communication and collaboration among the program streams and with the Program Sponsor. Specific duties include:

- Develop the Program Charter and Project Plan, including work breakdown structure, timeline, risk management plan/program risk register, and change request process (scope control).
- Track program issues.
- Develop and monitor the budget.
- Direct and manage the program by monitoring and leading the project resources.
- Provide direction and conduct quality assurance checks on project deliverables.
- Control changes to ensure the program is completed on time, within budget and meets quality expectations.
- Monitor the program risk and issues and implement appropriate action.
- Create a status report on a weekly basis in the standard PMO format.
- Collaborate with stream leads and Program Sponsor to produce close-out and Lessons Learned documents.

Qualifications

The successful candidate must have a minimum of a degree in Management, Business, Communications, Engineering or related degree. A minimum of 10 years progressive experience as a Program/Project Manager overseeing multiple, complex large-scale projects with multiple business units/companies including a minimum of five years experience in leading large budget, high risk programs which involved significant business transformation is required. An advanced level of MS Project and MS Office Products are also required. A Project Management Professional (PMP) and/or a Program Management Professional (PgMP) designation or a Project Management certification (course work exceeds 100 hours of class time) would be considered an asset. Prior project management experience in a public sector or law enforcement environment would be preferred.

The successful applicant must be able to demonstrate the following competencies: change management ; communication; leadership; managing resources; planning & prioritizing/ visionary; relationship building; strategic thinking.

Notes

- Successful applicants must provide proof of qualifications
- Only education obtained from an accredited institution will be recognized as meeting the minimum qualifications
- An enhanced security clearance and pre-employment polygraph will be conducted for this position.