

**Chatham-Kent Police Service
Notice of Internal/External Posting
#007-2024**

POSITION: Project Manager

DEPARTMENT: Administrative Support Branch

RANK/LEVEL: Civilian, Grade 8

REPORTS TO: Inspector, Administrative Support Branch

WORK LOCATION: CKPS Headquarters

HOURS OF WORK: Normally Monday – Friday dayshift,
08:00–16:00 hours, 35-hour workweek.

QUALIFICATIONS:

- Related College diploma, preferably in office administration program; plus, a minimum of five years of related experience; or an equivalent combination of education and related experience.
- Program management certification with minimum 5 years' experience delivering major transformational programs of work, preferably in government or emergency services.
- IT Project Management experience, including project cost control and administration, and on a broad scale of IT system implementation and development projects, including ability to manage and track a project (or projects) through the life cycle steps of initiation, planning, execution and project closure.
- Strong computer skills, specifically Microsoft Teams, SharePoint, Word, Excel, PowerPoint, Outlook) (or similar software program)
- Ability to establish positive relationships with the public, Municipal staff, Council, committees and related partner organizations.
- Demonstrable knowledge and experience of government compliance mandates and policy including an understanding of Municipal Freedom of Information and Protection of Personal Privacy Act.
- Experience with operational procedures, process engineering and re-engineering.
- Experience with data orientated systems and data analytics.
- Strong background in risk management and organizational compliance.

GENERAL RESPONSIBILITIES

The Project Manager will be responsible for program management and delivery of key projects, maintaining strategic goal and initiatives with government mandates and policy. In addition, the Project Manager will provide corporate governance, risk management, and compliance data insights to drive improvement across the organization.

SPECIFIC RESPONSIBILITIES

- Demonstrate the core values of the Chatham-Kent Police Service
- Foster teamwork through effective leadership and lead project teams in a fast paced and constantly changing environment.
- Develop clear and attainable project objectives, building project requirements, sourcing, acquiring solutions that meet the requirements, and executing the implementation of solutions in a timely and cost-effective manner.
- Manage the triple constraints for projects (cost, time and quality) through engagement of Internal subject matter experts and supervision of technical project team members as it relates to the project.
- Interact with various sections and unit staff to effectively initiate and successfully execute projects using project management and organizational change management best practices and ensures that a high level of customer service is maintained.
- Gather user and system requirements to determine the business needs of project stakeholders.
- Prepare and utilize project management plans including the development of project charters, budgets, schedules, and project risk registers.
- Establish, oversee, and monitor project budget performance including implementation costs, resources, revenue, hardware, software and outsourcing.
- Vendor management, as it relates to the partnering with consultants to execute projects.
- Direct technical consultants and adherence to corporate technology standards when project involves custom application development, delivery and/or professional services.
- Develop and administer Requests for Proposals (RFP's), legal agreements and service level agreements.
- Manage and administer conditional grants or funding opportunities.
- Research emerging trends, technologies and applications for project delivery.
- Develop and execute the tactical management strategies and detailed plans as they relate to projects.

- Facilitate and prepare estimates and forecasts for projects to be included in the operation maintenance and capital budgets.
- Provide expertise and vision in technical and business matters; Develop and foster successful business relationships and partnerships between the public, private and business sectors within our community.
- Create and manage delivery of risk and quality IT strategies.
- Perform other duties as directed, required, or assigned by the Chief of Police or designate.

Start Date: TBD

Compensation: \$78,625.73 starting salary

Closing Date: Thursday February 15, 2024 at 09:00 hours

Forward Resumes to: Inspector Jason Chickowski
Administrative Support Branch
jasonc@chatham-kent.ca

Administration maintains the right to candidate selection and posting duration based upon organizational objectives, goals and long-term planning initiatives. Personal information collected under the authority of the Municipal Freedom of Information and Protection of Privacy legislation will be used strictly for candidate selection. Only those candidates selected to move forward in the process will be notified.