

JOB DESCRIPTION

Job Title: Capital Program Manager

Supervisor's Title: Director, Engineering and Capital Projects

Department: Engineering Services

Subordinate Positions: Project Manager

SUMMARY

Under the supervision of the Director, Engineering and Capital Projects, in accordance with YEC policies and procedures, the primary job of a Capital Program Manager is to ensure that company standards are upheld and clearly defined throughout the entire process of each project's development and execution. The Capital Program Manager is responsible for overseeing the work of all project management personnel, and must take ownership of the resulting quality of each project. The position works closely with Engineering, Operations and Procurement staff to achieve project objectives.

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1. Ensures compliance with federal, territorial, and local electrical and safety codes and standards and adheres to the Corporation's high safety standards and follows all policies, procedures and guidelines.
2. Responsibility to make sure that all processes related to a project's completion are carried out in the most efficient and effective manner while simultaneously upholding a given set of standards.
3. Developing and leading the project/program management 'Centre of Excellence' that helps achieve better quality, consistency and oversight of projects across the corporation by developing and maintaining project management methodologies, standards and tools
4. Establishing the organization's approach to the full life cycle of projects: This includes everything from project planning, initiation, resourcing and execution to monitoring, control and completion.
5. Ensuring performance targets are met: Align with the organization's strategic objectives and adhere to best practices.
6. Acting as a trusted strategic advisor: May work alongside Sr Management to help determine which projects should be undertaken why and when, not just how.
7. Set standards for project management capabilities, including certifications and qualifications for Project Managers, success measurement criteria, methodologies, tools to be used, etc.
8. Establish the PMO organization structure, hiring and managing staffing requirements in line with project objectives.
9. Set annual performance targets for individuals and the team and conduct performance reviews.
10. Manage the risk, issue and change resolution process, and work with other leaders to take corrective action as needed.

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11. Oversee Project Managers for the delivery of projects/programs on time, within scope and on budget.
12. Provide Sr Management with the information needed to assess which proposals have the highest potential value, impact and strategic alignment.
13. Interface with Sr Management to define project priorities and implementation opportunities and challenges, and keep them up-to-date with project risks and opportunities

WORKING CONDITIONS

The work environment includes outdoor and indoor office work. The outdoor work will expose the incumbent to Arctic climate weather at various northern remote locations. Extended travel throughout the Yukon may be expected at times.

EDUCATION

- A University degree in Engineering.
- Health, Safety / Environmental certification
- Project Management Professional (PMP) designation
- Program Management Professional designation an asset (PgMP)

KNOWLEDGE, SKILLS, EXPERIENCE

- Health, Safety and Environmental expert as it pertains to an utility environment
- Knowledge of a Crown Corporation Utility operation
- 10+ years of working experience as a Project Manager on power related projects
- Working experience in principles and practices of utility engineering as applied to design and construction of projects is preferred
- Expert-level knowledge of project and change management and associated methodologies, techniques, processes and approaches (e.g. Project and Portfolio Management Methodology – PPM)
- Expert knowledge of the PMI body of knowledge and application
- Budget, cost and profitability management skills
- Knowledge of resource management tools
- Credibility as a senior-level project leader
- Strategic Thinking: Ability to juggle multiple goals and deadlines in the context of the big picture
- Team Leadership & Development: Ability to mentor, coach and effectively transfer expertise to others
- Facilitation, Negotiation & Problem Resolution Skills: Ability to build a strong network and relationships at executive levels with technology and solutions, customers and vendor groups
- Experience with industry related scheduling systems, including Smartsheet
- Experience in the use of MS Office suite including Word, Excel, PowerPoint
- Experience in developing project execution plans and budgets
- Demonstrated experience in procurement procedures including:

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- Contract drafting / review;
- Preparation and administration of a variety of competitive bidding instruments (RFI, RFP, ITT, RFQ etc.)
- Competitive bid evaluations
- Ability to manage competing priorities

GENERAL COMPETENCIES

- Excellent written and verbal communication
- Financial acumen
- Adept at project and change management
- High level of organization
- Great leadership skills
- Ability to perform under pressure