



## **County Administration Building, Belleville**

### **Corporate Project Manager Temporary Full-Time Up to 1 year**

**2024-NON-GG-176**

Hastings County is situated on the traditional territory of many nations including the Huron-Wendat and the Haudenosaunee peoples. The County also acknowledges the Mohawk and Algonquin nations whose traditional and unceded territory Hastings County is located on.

Geographically it is the second largest county in Ontario, stretching almost 160 kilometers from the Bay of Quinte in the south to the edge of Algonquin Park in the north. Including the cities of Belleville and Quinte West, more than 145,000 people make Hastings County their home. With easy access into the cities of Toronto, Ottawa and Montreal either by road or rail Hastings County is strategically located.

If you have a family, our elementary and secondary school systems provide high quality education through the Hastings Prince Edward Public and the Limestone School Boards. Hastings County is also proud to be the home of Loyalist College, one of Ontario's premier community colleges offering a wide range of diploma and degree programs.

Residents' health care needs are served by Quinte Health Care Corporation (QHC) and family health teams throughout the County. QHC runs three hospitals in the Town of Bancroft and cities of Belleville and Quinte West. It also owns and operates a hospital in Picton in Prince Edward County.

If you are urban focused, the cities of Belleville and Quinte West along the Bay of Quinte shoreline provide municipal services to more than 100,000 residents as well a wide range of shopping amenities, sporting venues and other cultural attractions. If rural living suits you best, Hastings County can meet your needs. Our 14 member municipalities have all that you will require including a range of housing types, shopping, entertainment, schools and access to outdoor recreational amenities including an extensive trail system that connects to other counties in our region.

Our Administration Department has an opening for a temporary full-time Corporate Project Manager. Reporting to the Chief Administrative Officer, the Corporate Project Manager position will oversee all aspects of specific corporate projects to ensure that scope, quality, schedule, budget resources and risks are managed during each project phase (initiating, planning, executing, monitoring, and controlling, and closing). Lead the development of formal project management to ensure a consistent project management approach is applied throughout the County.

## **DUTIES:**

### **Objectives and Strategy:**

- Plan specific projects of varying size and complexity by defining project scope, goals, resources, roles, and deliverables that support business goals in collaboration with senior management and stakeholders.
- Assist in the development, maintenance and tracking of overall project deliverables.
- Oversee the development of Contracts, Service Level Agreements and provide input into the evaluation, selection and procurement of products and/or services from vendors.
- Monitor the progress of the project and proactively manage changes in project scope, identify potential crises, escalating issues, and devise contingency plans as necessary to ensure the successful completion of the project, as well determine the objectives and measures upon which the project will be evaluated at its completion.
- Assist the Chief Administrative Officer and Senior Management in the timely accurate maintenance of strategic and tactical planning efforts
- Other related duties as assigned.

### **Leadership:**

- Lead cross functional project teams and facilitate project meetings, providing minutes and agendas, providing direction and guidance to team members in order to solicit feedback, input and expectations and incorporate these into the work breakdown structure.
- Lead the development of and grow corporate capacity in the area of formal project management.

### **Service Delivery and Communications:**

- Be responsible for coordination and reporting of meetings including agendas, action items and coordination of information sharing across teams/departments.
- Create a work breakdown structure which identifies and sequences the key business activities, and critical path including dependencies needed to successfully complete the project deliverables on time. Determine all resources (time, money, equipment, staff, etc.) required to complete the project.
- Review and confirm the work breakdown structure with project sponsor, other staff, and third parties that will be affected by the project activities, as well as revise the work breakdown structure as required.
- Develop project management forms, standards, processes, and related "How To" documentation with the user in mind, as well as prepare up-to-date financial and project progress reports with supporting documentation to project sponsors and senior management.

### **Finance:**

- Oversee financial and budgetary amounts for specific projects while developing long-term financial plans for project implementation and continuity.

### **Health & Safety:**

- Protect own health and the health and safety of others by adopting safe work practices and reporting unsafe conditions immediately. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- 4-year Post-Secondary Degree in Project Management
- Project Management Professional (PMP) Certification
- Must obtain and maintain a satisfactory Criminal Reference Check (CPIC).
- Experience in strategic planning, change management and risk management.
- Competence with computer systems, including Microsoft Office Suite, Microsoft Project, email & internet, and the ability to learn new technology as required.
- Good facilitation and analytical skills.
- Ability to positively influence people at all levels.
- Solid organizational skills including attention to detail and multi-tasking skills.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts.
- Ability to maintain confidentiality at all times.

**HOURS OF WORK:**

- Normal hours of work are Monday to Friday, 8:30 a.m. to 4:30 p.m. (35 hours/week).
- Occasional overtime may be required for project completion.

**WAGE RANGE:**

\$55.28 - \$64.67/hour + 6% vacation per pay + 14% in lieu of benefits

Interested candidates may submit their resume and covering letter not later than

Juliana Finney  
Human Resources Advisor  
Talent Management & Acquisition

**Please quote: "2024-NON-GG-176 – Your Name"** within the subject line and submit your application to [careers@hastingscounty.com](mailto:careers@hastingscounty.com)

*"The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation. The successful candidate will be required to provide a clear Criminal Record Check and/or Vulnerable Sector Check."*