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EMSB



EMPLOYMENT OPPORTUNITY



Commission scolaire English-Montréal
English Montreal School Board

PROJECT PLANNING COORDINATOR

General Circular No. M-21

Place of Work:	Material Resources Department
Classification:	6
Salary Rate:	\$78,015.00 to \$104,017.00
Start Date:	Determined by the Board
Immediate Superior:	Assistant Director of Infrastructure and Asset Management

Nature of the Work

The Project Planning Coordinator oversees all planning and scoping activities for infrastructure projects. They are responsible for determining objectives and priorities in accordance with the investment plan governed by the *Cadre de gestion des infrastructures scolaires* (CGIS). As Project Planning Coordinator, the incumbent is also in charge of preparing calls for tender (>100 000\$) and award contracts to external providers.

In general, this position includes the following responsibilities:

- Develop plans for infrastructure projects (>100 000\$) to guide projected execution and project control as follows:
 - Prioritization and portfolio as determined by the CGIS Investment plan and CGIS planning committee
 - In accordance with EMSB's 6 project management objectives: schedule, budget, impact on operations, quality, safety and security and customer satisfaction, as per the Project Management Guide
 - Using recognized project management methods (PMP) in planning infrastructure projects
 - Establishing robust project definitions, clear project scope, cost estimates and performance indicators
 - Assessing the needs and functional requirements of all stakeholders from the start of projects
- Oversee and approve plans developed by Project Managers (as per same criteria as above)
- Define pre-project analyses for all projects carried out by Project managers (Problem analysis, Stakeholder analysis, needs assessment, etc.)
- Forecast overall project portfolio, produce timelines and schedules, establish goals, defining roles and HR allocation, ensure projects remain on track/budget
- Deploy effective and compliant processes for planning, prioritization & scheduling for all projects in order to meet client expectations and guarantee regulatory compliance (identify indicators, develop dashboards, etc.)
- Support the project management coordinator as required, including to:
 - Anticipate project risk to help mitigate potential problems
 - Assist, supervise, revise and approve project plans developed by Project Managers as needed
 - Support, coach and train project managers, particularly regarding project planning
 - Take on Project management role when needed
- Produce or review reports to present at the Project Coordination Table on project planning
- Contribute to the development of the EMSB's investment plan by producing reports and documents for the CGIS Planning committee, supporting planning decisions based on current project plan portfolio
- Respect the delegation of authority and/or responsibilities
- Functional supervision of Project Managers: oversee and support development of project plans, approve project plans, on the job support & coaching

The incumbent will participate, on a rotation basis, in duty roster (watch and guard of buildings) for weekends, evenings and holidays.

Requirements and Qualifications

- Undergraduate degree in a relevant field of study, preferably in Engineering or Architecture, certifying a minimum three-year university program or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications
- Recognized professional designation (i.e., Ordre des ingénieurs du Québec or Ordre des architectes du Québec), an asset
- Project Management Professional (PMP) member of the Project Management Institute (PMI), an asset
- Five to seven years of relevant experience, preferably in project management
- Experience managing large, complex infrastructure projects and significant project budgets (2M+)
- Fluency in English and French (oral and written)
- Strong project management abilities
- Goal oriented and performance driven leadership
- Ability to coach and support project managers
- Team management and employee development abilities, an asset
- Expertise with project management methods (PMP) and tools (ex. MS Project)
- Expertise in project planning and scoping
- Knowledge of regulatory requirements and best practices for infrastructure capital projects (CGIS)
- Knowledge of Infrastructure management tools an asset (SIMACS, Maximo)
- Strong analytical skills
- Proficiency in MS Office suite- Excel, MS Project, PowerPoint, Teams
- Strong commitment to operational effectiveness
- Strong focus on process efficiency & optimization, and continuous improvement
- Experience in public sector, an asset
- Have access to a car in order to be able to displace quickly and be present in several different schools or centres in a given day

To view job description as outlined in the classification plan [click here](#)

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca to the attention of Ms. Ann Watson, Director of the Human Resources Department,

by Monday June 19 by 4:00 p.m.

Please refer to the circular number in your letter of application.

Only candidates chosen for an interview will be contacted by the English Montreal School Board.

Tests may be administered in order to assess candidates' skills.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.