



## COORDINATOR-SENIOR PROJECT MANAGER

General Circular No. M-10

<b>Place of Work:</b>	Material Resources Department
<b>Classification:</b>	7
<b>Salary Rate:</b>	\$84 101 to \$112 133
<b>Start Date:</b>	Determined by the Board
<b>Immediate Superior:</b>	Assistant Director

### Nature of the Work

The position of Senior Project Management Coordinator oversees the delivery of infrastructure projects for the EMSB and is responsible for orchestrating execution of the project portfolio in accordance with the investment plan governed by the CGIS planning committee and the EMSB's project management objectives.

To oversee and coordinate project management for infrastructure projects carried out by the project managers to guide project execution and project control as follows:

- Deploy the EMSB's project management objectives throughout execution: schedule, budget, impact on operations, quality, safety and security and customer satisfaction, as per the Project Management Guide;
- Coordinate project team to keep them and activities on track and within budget;
- Use recognized project management methods (PMP) to deliver infrastructure projects;
- Respect project timelines and manage human resource allocated to projects to meet project objectives.

Manage or directly supervise every phase of high priority, and high-risk projects.

Deploy effective processes for project management to adequately guarantee regulatory compliance and stakeholder satisfaction (identify indicators, develop dashboards, quality control of POs, sign & approve billing).

Oversee and balance weekly Project management workload on an ongoing basis, reassign and make adjustments to project as required.

Track progress and issues across all different projects and assist Project managers according to their needs, including reattributing resources, adjusting timelines.

Evaluate project successes and challenges during and after closing projects to enhance learning for future projects.

Produce or review reports and on-time coordination of documents that are to be presented to the executive committee, Council of Commissioners and the Project Coordination Table on ongoing projects, (risks, issues, needs).

Support Assistant Director in project manager hiring and contracting decisions.

Respect the delegation of authority and/or responsibilities.

Team Management-Functional supervision of Project Managers and External Project Managers: workload management, task assignment, weekly coordination, on the job support and coaching.

The incumbent will also be required to participate in duty roster on weekends and nights.

### 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
- Member of the Project Management Institute (PMI), an asset
- Five to seven years of relevant experience, preferably in project management
- Project management experience working on major public infrastructures, an asset
- Fluency in English and French (oral and written)
- Proficiency in MS Office Suite – Excel, MS Project, Powerpoint, Teams
- Ability to foster collaboration among team members
- Knowledge of related laws, regulations, decrees, directives and norms
- Ability to communicate effectively, quickly develop relationships and maintain a high level of customer service
- 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](mailto:jobs@emsb.qc.ca) to the attention of Ms. Ann Watson, Director of the Human Resources Department, **by Friday January 24 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.