



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Project Manager, Accreditation Services

Job ID	13-9A-0D-7D-75-D1	
Web Address	https://careers.indigenous.link/viewjob?jobname=13-9A-0D-7D-75-D1	
Company	Standards Council Of Canada (SCC)	
Location	Ottawa, Ontario	
Date Posted	From: 2024-06-21	To: 2024-07-10
Job	Type: Fixed-term	Category: Service Sector
Job Salary	\$71700 - \$89500	
Languages	English	

Description

A Day in the Life of a Project Manager, Accreditation Services

Under the direction of the Director, Business Management, the Project Manager provides project management support on initiatives that relate to the provision of accreditation services. Project based activities will include the breadth of accreditation operations (all steps) and many cross-cutting functions (operationally and technically) in order to help sustain the delivery of accreditation services. Regular interface and liaison will occur with key stakeholders - staff within and outside branch, customers, assessors and partners.

Your background

Post-secondary education in business, science, applied science, technology, or related discipline

Formal training in project management that has or may lead to Professional Certification

Minimum 3 years of providing program leadership and /or support in a business or technical environment

Experience in project management, strategic thinking, research and report writing

Experience in the collection, maintenance, and analysis of data including financial for distribution, tracking and report generation

Experience composing, proofreading, and correcting correspondence, generating, writing and editing reports

Experience in dealing with multiple stakeholders simultaneously

Knowledge of the policies and procedures of the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC), and the national and regional recognition bodies ILAC, IAAC, IAF and APAC

Knowledge of the theories and principles of business or technical writing

Strong relationship-building and interpersonal skills

Strong communication (verbal and written) and active listening skills

Advanced time management, prioritization, organization and planning skills

Strong project management skills

Strong critical thinking skills

Strong computer skills, including Microsoft Office applications and web-based forums

Ability to manage a large number of deliverables in parallel and set priorities to meet established deadlines

Ability to analyze and solve problems with minimal assistance

Ability to work in teams

Key Activities

Provide information, assistance and guidance to SCC-accredited and potential new customers and /or assessors on accreditation policies, procedures and practices; responds to questions, requirements and needs.

Coordinates initiatives or activities that are required to support service offerings and Branch objectives. This includes gathering information from multiple internal and external sources, analyzing that information and producing a variety of deliverables.

Applies project management principles in order to appropriately analyze, cost, plan and coordinate various projects, programs or services (from conceptual design to logistics and execution), including communication/consultation and change management, planning, critical path monitoring.

Manages project administration and identifies risks, including the development of contingency plans and provides regular reporting through agreed lines on project progress.

Conducts project evaluation to assess how well the project was managed and prepares any follow-on action/recommendations.

Projects and research will be primarily aligned with branch strategy, service commitments, accreditation processes and objectives of the quality management system.

Researches, analyzes and advises staff on a variety of issues (simple and complex) that impact service provision. This position provides written reports or documentation to senior management to support SCC's positions in these areas.

Participates on collaborative work teams whose tasks and objectives may change based on organizational priorities.

Accommodates the specific roles and accountabilities that are determined and assigned by the team leads, utilizing their skills in policy analysis, research and development to enhance and support the objectives of the team.

A final note

Note 1: Priority will be given to Canadian citizens and permanent residents.

Note 2: SCC is responsible for the Personnel Security Clearance process. Typically to be eligible for a "Reliability" clearance, you must have five years of verifiable background information and to be eligible for a "Secret" clearance, you must have 10 years of verifiable background information. The process usually involves reference inquiries, verification of qualifications, criminal records checks, and credit checks (as required) and may require fingerprints. For more information about obtaining a security clearance, please review the Standard on Security Screening.

Please attach a detailed cover letter to your resume. In addition to learning about your education, training and experience, we want to hear your story! We'd love to hear about how your accomplishments, and the skills you applied to achieve them, relate to the and why you think this opportunity is a good fit for you.

We are committed to creating and fostering a diverse, equitable and inclusive work environment that reflects the peoples' lives that we impact and the Canadian community that we work within. We strive to create an environment where everyone is comfortable being their authentic selves. We welcome Indigenous peoples and persons from all races, ethnicities, gender identities and expressions, sexual orientations, and physical or mental abilities to be part of our team.

We strive to ensure a barrier-free selection process. If you are contacted regarding a job opportunity, testing or interview, please advise the HR representative of the accommodation measures that you require to enable you to be assessed in a fair and equitable manner.

Please apply directly on SCC's Careers Page before the closing date of July 10th, 2024.

Upon our review of all applications, those who appear to be the best fit with the mandate of this role and with SCC's mission and vision will be contacted. You will receive confirmation that your application has reached us.

Thank you for your interest in SCC and for taking the time to review this ad.

How to Apply

Click "Apply Now"

Visit website link for hull job posting and application link