



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

Date Printed: 2024/06/30

Senior Project Manager, New Programs

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|--------------------|---|--------------------------|
| Job ID | 62-DE-FF-A9-D5-0B | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=62-DE-FF-A9-D5-0B | |
| Company | Standards Council Of Canada (SCC) | |
| Location | Ottawa, Ontario | |
| Date Posted | From: 2024-06-21 | To: 2024-07-05 |
| Job | Type: Fixed-term | Category: Service Sector |
| Job Salary | \$85900 - \$107300 | |
| Languages | English | |

Description

A Day in the Life of a Senior Project Manager, New Programs

The Senior Project Manager, New Programs is a key resource to senior Accreditation Services (AS) Branch management. The Senior Project Manager, New Programs provides leadership for new program development based on SCC's initiatives in the areas of Artificial Intelligence and Advanced Manufacturing. Support and coordination may include the development of new accreditation programs and associated service offerings/products and/or expansion or improvement of existing accreditation programs.

While under the direction of the Director, Business Management, the incumbent will coordinate the efforts of team members, third party contractors or consultants and other stakeholders involved in identified project. Plans and implements small to large scale projects and directs execution phase of project.

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

Experience in industries related to Artificial Intelligence, Algorithmic systems, and other advanced technologies

Minimum 5 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

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 management systems, integrated planning, operational finance, and business development

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

Maintaining collaborative working relationships with internal stakeholders across branches.

Works closely with Communications & Corporate Planning to assure that web site content and other external communications or educational material aligns with SCC corporate branding and content policies.

Contributes to the definition, development and evaluation of processes to collect business metrics based on research

and analysis of business data

Tracks the execution of the timelines and deliverables for each branch project using GANTT charts or other project management tools.

Monitors progress against plans and works with management to identify risks, contingencies and alternatives to keep results and overall progress to plan and on schedule.

Analyzes customer survey data and integrates results into planning processes and actual plans as appropriate.

Contributes to the development, implementation and evaluation of the continuous improvement of internal financial and business processes in response through the analysis of current and emerging business needs

Attends meetings or conferences on business management or strategic planning.

Maintains personal qualifications/certifications.

Completes approved training/education courses.

Identifies and recommends improvements to the efficiency of programs, processes and systems.

Seeks out and recommends new and more efficient methods to increase overall productivity and to increase the timeliness of communication and correspondence flows.

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 5th, 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 full job posting and application path