



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: 2024/04/23

Project Lead

Job ID	377589-1-7344	
Web Address	https://careers.indigenous.link/viewjob?jobname=377589-1-7344	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2023-11-23	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter.

The Opportunity

The Project Lead will be responsible for leading, monitoring and overseeing the delivery of cybersecurity and related multi year special projects. You will also create and oversee planning, financial and report tracking documentation, systems and processes. Also Ensuring project KPIs and priorities are effectively and efficiently coordinated, tracked and communicated across multi-functional teams. The successful candidate will provide support and leadership to all project managers and project teams with new and existing project proposals. Managing stakeholder and funder relationships, providing timely information and reports and supports execution of related marketing elements. Responsibilities will also include but are not limited to: Project Planning and Oversight: Leads, monitors and oversees large and/or complex special projects from project planning to implementation/delivery. Ensures that all elements of contract deliverables are being tracked, planned and delivered as per established milestones.

Creates processes, systems as well as tracking and reporting documentation. Ensures adherence across multiple teams for complex, cross-functional projects.

Coordinates project resources, including staffing, equipment, space and other project requirements. Oversees the development of project specific status reports, communicates anticipated project issues and risks that may impact delivery schedules and financial reporting. Recommends and implements risk mitigation strategies.

Tracks day-to-day operational details of the project, ensuring that all milestones and deadlines are met.

Employees established project management practices and techniques to ensure that project deliverables are achieved on time, within budget and to specifications.

Prepares and presents project updates and reports to Catalyst senior management as well as a variety of external stakeholders.

Manages stakeholder relationships and ensures that stakeholders, funders and vendors receive information in a timely manner. Budget Tracking: Creates tracking systems and works closely with Catalyst finance staff to ensure the accurate tracking of all spending against set budgets for large budget projects.

Creates and reviews all project related vendor contracts and invoices. Advises on and approves expenses against established budgets. Stakeholder Management: Coordinates and facilitates stakeholder meetings and ensures that all follow up items are communicated to the team and are appropriately incorporated into the delivery plans.

Ensures accurate tracking and reporting of all KPIs and milestones and facilitates communication on progress and risks to stakeholders. Marketing Support:

Supports and oversees project related marketing activities ensuring effective communication with the MarComm team, ensuring adherence to milestones, deadlines and budgets.

Supports the MarComm team by providing access to assets, content copy, feedback and review as requested and by set deadlines. Qualifications:

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications: Completion of a post-secondary degree, preferably in business administration or a related field.

A minimum of 5 years of experience in a project coordination role, preferably in business development/operations or managing complex projects.

Experience creating engaging presentations with a variety of software programs.

Project management including financial management skills;

Effective oral communications, project reporting and writing skills, with the ability to facilitate client and team meetings;

Marketing and relationship-building skills;

Ability to manage change;

Event management skills;

Strong coordination and management skills with the ability to build and motivate teams to meet set goals while meeting budgets and schedules;

Strong financial and management skills with the ability to draft budget proposals, forecast expenses and monitor relevant research and contract accounts;

Strong interpersonal skills; ability to work collaboratively with internal and external stakeholders;

Strong customer service orientation.

Additional Information

Additional details Position number 20004908

Reports to Senior Director, Planning and Implementation

Department Rogers Cybersecure Catalyst

Work Location Hybrid 2 days a week onsite in our Brampton office

Vacancy Type Term

Employee Group MAC

Start Date asap

End Date 1 year from start date with a possibility of extension.

Hours of Work 36.25

Grade C42

Hiring salary range \$74,000 to \$95,000

TA specialist For internal postings only

Posting Date Asap

Application close date Dec 2, 2023

Additional Notes: Qualified MAC candidates will be considered before members of other employee groups.

An equivalent combination of education and experience may be considered.

Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.

Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.

We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their

applications.

As part of the selection process, candidates may be required to complete an occupational assessment. Applications will only be accepted online through Toronto Metropolitan University's career site.

For more information, visit [Toronto Metropolitan University for Project Lead](#)