

PROJECT OFFICER
Winnipeg Police Service
Posting No. 121569

***The City of Winnipeg is a vibrant and dynamic organization with many opportunities!
We offer a diverse and welcoming work environment that delivers quality services to our
citizens.***

Closing Date: Wednesday, September 28, 2022

Job Profile

Under the general supervision of the Director of Services, the Project Officer manages small to medium projects throughout the project's life-cycle and balances time, money and scope to ensure the Business Owners requirements are met or exceeded. The Project Officer will work to plan, deliver and transfer the project to the Business Owner of the product being built/delivered effectively and efficiently. In addition, this position will work with a variety of stakeholders from both internal and external organizations.

As a Project Officer you will:

- Manage Projects under the direction of the Director of Services to successfully complete and/or implement projects and departmental initiatives, while achieving the benefits of the investment
- Develop and manage the procurement process for review and approval of the Director which includes solicitation and contract administration tasks
- Coordinate the Design Management (internal or external consultants) process
- Coordinate/oversee the project turnover process

Your education and qualifications include:

- Bachelor Degree in a related field such as Commerce, Engineering, Architect or Finance or an acceptable equivalent combination of education, training, and experience
- Post-secondary education in Project Management would be desirable
- Attainment of a Project Management Professional (PMP) designation/Prince II certification and certification in Asset Management at the time of hire is desirable.
- Successful completion of the associated professional designations in addition to the education listed above is considered an asset including obtaining a P.Eng., C.E.T/A.Sc.T, CMA, CGA, CA, or CPA
- 1-3 years of experience related to the duties listed above in Project Delivery preferably in a Public Sector environment. Candidates with an equivalent combination of education and experience may be considered
- Knowledge in the industry sector that is applicable to the department that position will reside in
- Experience administrating contracts with a team of design consultants and contractors
- Excellent organizational and time management skills in order to be flexible and responsive to changing priorities and circumstances as well as ability to work on diverse projects simultaneously in stressful and fast paced environment
- Excellent analytical, problem-solving and decision-making skills
- Excellent verbal and written communication skills with the ability to communicate with all levels of staff, stakeholders and the general public
- Demonstrated ability and experience with Microsoft Office Suite including experience with Project Management Systems such as Microsoft Project or similar software
- Demonstrated commitment towards continuous learning, growth and the achievement of high performance
- Excellent interpersonal skills including the ability to maintains relations with consultants, government agencies, developers, suppliers and contractors relative to facility and equipment design and improvements, and formulates sound recommendations
- Proven ability to set priorities, solve problems and meet deadlines under pressure
- Experience in a municipal environment would be considered an asset

***IMPORTANT: Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian assessment service**](#) at application.**

Minimum requirements:

- Canadian Citizen or Permanent Resident
- Minimum 18 years of age
- No involvement in any criminal activity within the last two years (including illegal drugs)
- No criminal record for which a Pardon has not been granted

Conditions of employment:

- Ability to pass a Level 3 Winnipeg Police Service security check and maintain clearance
- Obtain a Project Management Professional (PMP) designation/Prince II certification and certification in Asset Management within a 6-year timeframe if candidate does not have at time of hire
- Valid Manitoba Class 5 Driver's License
- Prior to commencement of employment, the successful applicant will be required to provide proof of COVID-19 vaccination by providing a Government of Manitoba issued QR code and photo identification or providing proof of an exemption from the COVID-19 vaccination approved by the Government of Manitoba.

Winnipeg Police Service Competencies:

- Composure
- Conflict Management
- Learning on the Fly
- Organizing
- Priority Setting
- Results Oriented

How to Apply

APPLY ONLINE, including all documentation listed below:

1. Current Resume (**Required**)
2. Bachelor Degree in a related field such as Commerce, Engineering, Architecture or Finance or an acceptable equivalent combination of education, training, and experience (**Required**)
3. Proof of Canadian Citizenship or Permanent Residency - provide copy of one of the following documents: Canadian Birth Certificate, Canadian Passport, Canadian Citizenship Certificate or Card, Secure Certificate of Indian Status (Secure Status Card) OR Record of Landing (Landing Papers), Confirmation of Permanent Residence (COPR), Permanent Resident (PR) Card (**Required**)
4. Post-secondary education in Project Management (**Required if applicable**)
5. Project Management Professional (PMP) designation/Prince II certification and certification in Asset Management (**Required if applicable**)
6. Successful completion of the associated professional designations including obtaining a P.Eng., C.E.T/A.Sc.T, CMA, CGA, CA, or CPA (**Required if applicable**)
7. Applications submitted without REQUIRED documentation will not be considered

Your application documents must clearly indicate how you meet the qualifications of the position.

Notes

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311. The City of Winnipeg uses the [Korn Ferry Leadership Architect Competency Model](#) as part of the recruitment process.

The salary range for this position is \$2,635.91 - \$3,178.35 bi-weekly, as per the Project Officer classification within the Winnipeg Police Association (WPA) Collective Agreement.

We have great benefits and competitive salaries, and we are committed to ongoing learning and career development!

We value diversity in our workplace. Indigenous peoples, women, racialized peoples, persons with disabilities, 2SLGBTQ+ peoples and Newcomers are encouraged to self-declare.

Only candidates selected to proceed in the process will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.