

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(TOURISM & CULTURE DIVISION – RESOURCE MANAGEMENT – LOCATION – 28 JAMES ST. N. 2ND FLOOR)

PROJECT MANAGER, HERITAGE

SUMMARY OF DUTIES

Reporting to the Manager, Heritage Resource Management, the Project Manager, Heritage will be responsible for Collection Management Restoration project. This position will manage the implementation of the Collection Management system, develop appropriate standard operating procedures, guidelines and policies related to Collection Management, support training and liaise with I.T. and the vendor to ensure the smooth transition to a new system.

Leading a cross-departmental team, the Project Manager will be accountable for ensuring that projects are delivered with focus on control of project scope, schedule, cost and the mitigation of risks. The Project Manager will make recommendations related to planning, development and process evaluation and procedures and human resource allocations.

GENERAL DUTIES

Responsible for the implementation of a collection management software solution and related policies, procedures and protocols following project management best practices.

Using a collaborative approach, promotes teamwork and provides direction to cross-functional teams, supports partners to articulate clearly defined goals and objectives, takes ownership of project issues and supports team with problem resolution.

Works independently and with team members, applies knowledge and experience of project management best practices including:

- creating standard project management documentation and plans
- identifying project risks and develop strategies to mitigate or minimize potential impacts
- identifying project tasks and dependencies
- development and maintenance of project budget and future budgetary impacts
- development and maintenance of project schedules
- identification of project resources and skill requirements
- project status reports

Develops and executes project documents and plans such as project charters; business cases; reporting and monitoring of project status; communication of risks and issues; performance measurement; and management of organizational change including operational impacts associated with projects.

Develops and monitors project work, plans and schedules, controls project scope, cost, quality, documentation, risk monitoring, and vendor contract administration.

Manages projects in alignment with existing Heritage Resource Management strategy, policies, finance and procurement standards, and procedures.

Responsible for ensuring quality control throughout the project lifecycle.

Ensures compliance with vendor contracts by carrying out effective vendor management.

Job Description #: A15365

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned, which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Post-secondary education in Project Management, Information Systems, Business Administration or related discipline.
2. Professional experience in IT environment performing project management or project coordination as part of a project team or equivalent experience.
3. Relevant professional experience in the heritage sector with collections management software experience.
4. Demonstrated ability to lead and apply structured project management methodologies.
5. Demonstrated ability to use MS Office productivity tools (e.g. Word, Excel, PowerPoint, Visio, Project) to create and maintain project documents.
6. Demonstrated ability to work collaboratively and productively in diverse team environments with technical and non-technical stakeholders.
7. Proven analytical and problem-solving abilities, including ability to make sound, logical, data-based decisions.
8. Strong business acumen, emotional intelligence, and ability to negotiate and influence.
9. Demonstrated to work independently, and as part of a team; self-motivated and results-oriented, ability to prioritize several conflicting demands.
10. Excellent interpersonal, customer service skills, oral and written communication skills.
11. Project Management Institute Certification is an asset.
12. Understanding of business concepts in a Municipal environment is an asset.