# PEA Job Description

## 1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>991971, 992067, 992068</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Project Management Coordinator</td>
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<tr>
<td>Department:</td>
<td>Ocean Networks Canada</td>
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<tr>
<td>Reports to:</td>
<td>Manager, Project Management Office</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct_______ Indirect_ &gt; 5_</td>
</tr>
<tr>
<td>Classification Level</td>
<td>SG10</td>
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<tr>
<td>Last Updated</td>
<td>June 2018</td>
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## 2. Position Summary

Ocean Networks Canada (ONC) is a world-leading organization supporting ocean discovery and technological innovation. ONC is as a not-for-profit society that operates and manages innovative, cabled observatories on behalf of the University of Victoria that supply continuous power and Internet connectivity to various scientific instruments located in coastal, deep-ocean, and Arctic environments. ONC’s cable arrays host hundreds of sensors distributed in, on and above the seabed along with mobile and land based assets strategically located, instruments that address key scientific and policy issues (subsea earthquakes and tsunamis, ocean acidification, marine biodiversity, etc.) within a wide range of environments.

The Project Management Office (PMO) provides project support services to ONC projects utilizing internationally recognized standards and guidelines on project management to ensure projects are delivered on time, on budget, of high quality, and in compliance with project and contract requirements. The Project Management staff utilizes an established project management methodology, software system, processes and templates to support the delivery of projects, serving as intermediaries between the client(s), stakeholders and the matrixed ONC project team. Project Management staff work closely with ONC’s principal investigators to successfully deliver a variety of innovative, leading edge projects of varying size, complexity (e.g. nature and number of tasks involved), risk (e.g. financial, reputational), value (up to $9M), and duration (1 to 5 years), with sometimes multiple and/or international clients and stakeholders (e.g. researchers, institutions, government departments and corporations).

The Project Management Coordinator (PMC) reports to the Manager, Project Management Office (Manager). Using their experience, the PMC supports principal investigators in the successful delivery of their projects ensuring the project management methodology and services meets their needs, while adhering to established priorities. Organizationally, the PMC provides advice, guidance, coaching, mentoring and training to ONC principal investigators and their project teams, in order to promote a rigorous and effective project management approach.

## 3. Key Responsibilities and Expectations

<table>
<thead>
<tr>
<th>Key Responsibilities. %of time</th>
<th>Expectations:</th>
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<tbody>
<tr>
<td>Project Management 70%</td>
<td>• Develop and maintain a working knowledge of the business functionality and processes related to the assigned project(s).</td>
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<td>• Manage all aspects of assigned project(s) and ensure customer functionality is delivered on budget, on time, and of high quality.</td>
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• Adhere to established project management methodology and processes, and utilize project management software system and templates.

• Create all project management deliverables including, but not limited to: Project Management Plan, Project Schedule, Cost Tracking Worksheet, Issues List, Risk Log, Change Requests, Communication Chart, Project Status Reports and Project Completion Reports.

• Develop a Project Management Plan for each project that summarizes the project in terms of the business goals and objectives, business processes, scope, deliverables and required resources. Coordinate with the client for functional input to the Project Management Plan and with ONC project sponsors for the matrixed, core team member assignments. Present the draft Project Management Plan to the core project team, and solicit and incorporate input where appropriate.

• Work with the project team to develop a detailed project schedule that captures the tasks, duration, effort and logistics required to complete the deliverables documented within the project Management Plan.

• Develop and maintain a detailed Risk Management Plan that identifies and addresses potential risks for ONC during and as a result of the proposed project.

• Develop the project budget and review the requirements to ensure the sustainability of project outcomes in the long-term.

• Control changes to the project through change management processes. Prepare and submit Project Scope change Requests as needed.

• Review project charge codes, approved budget, and performance expectations with each project resource.

• Ensure that project team members perform the tasks associated with their project role & responsibility, and that they produce deliverables that conform to the defined standards. Provide performance input on project team members to principal investigator as required.

• Resolve project problems and conflicts, seeking assistance from the Manager and/or principal investigator when necessary.

• Ensure Manager and principal investigator are kept apprised of key milestones; develop and make recommendations to project sponsor to address challenges, risks etc.

• Organize and lead regular meetings with clients, stakeholders and project teams to review schedules, budgets, risks, issues and reporting requirements.

• Monitor and report on project status, timelines, budgets, hours, scope and significant project related issues and risks to project clients, stakeholders and the ONC Operations Executive.

• Maintain project documentation on SharePoint sites to ensure accurate up-to-date information is available and archived (e.g. issue and risk logs, records of decisions, weekly status reports etc.).

Management and Delivery of Project Management Services
30%

• Provide input into project management methodology, procedures and sub-processes to the frame and supportive templates
• Maintain and apply in-depth knowledge of internationally recognized standards for project management including norms, methods, processes and practices to ensure ongoing effective management of projects.
• Assist with the implementation and maintenance of the ONC project management software system ensuring the accuracy and integrity of the system data.
• Assists with the identification of project management training needs for ONC staff, and sourcing and organizing training as required.
• Facilitate the adoption and utilization of the ONC project management methodology, processes and templates through ongoing coaching and mentoring.
• Work with Principal Investigator and the Manager to define and establish project management procedures applicable to individual projects, while maintaining the integrity of the management methodology.
• Participate in weekly status meetings with the project management office staff to keep apprised of all ongoing projects.
• Communicate the project status and significant project related issues and risks to Manager.
• Track and report on project management activities; provide Manager with monthly and quarterly reports summarizing key measures.
• Assist with the maintenance of project documentation for audit, review and/or legal purpose.

4. Classification Factors:

Problem-Solving:

The PMC must be able to including, which requires creativity, reasoning and judgment. The PMC must be able to respond to variances from the project plan and conflicts that arise throughout the life of a project, to ensure the project advances successfully to its conclusion. Effective project management requires the organization and management of multiple complex and interdependent tasks, activities and events within project and environmental constraints. The PMC uses their expertise and influence to guide the project team and ONC staff. Decisions are usually analytical in nature, and may require immediate attention to identify and resolve issues that increase risk or could have financial, operational or reputational impacts.

Detailed discussions of issues regarding software, engineering or other technical problems are often made with a variety of user groups and require the ability to resolve conflicts and ensure the project meets its milestones. For example, installation of hardware includes the application of permits. This process is time-consuming and complex. Information is gathered about the location, proposed installation, stakeholders such as First Nations, land owners, etc, and legal requirements. This requires knowledge of the legal, political, scientific and other frameworks to ensure the right questions are asked and problems road blocks are managed.

Responsibility for Financial & Material resources:

The PMC is responsible for preparing, time tracking and reporting on budgets and/or hours of work for projects valued from $200K up to an including multi-million dollar projects being implemented over multiple years. Project time tracking is a key process that is required by funding partners to track time by specific resources such as software development and engineering.

Budget development includes building an itemized list of equipment and services including hours of work required to complete the project. Once the budget is approved, the PMC tracks
and reports expenditures, scheduled activities, hours worked and variance from approved project plans. Advise on expenditures and plan refinements to ensure projects are completed on budget and on schedule.

**Responsibility for Human Resources:**

The PMC informally supervises project teams and provides coaching, mentoring, advice, guidance, subject matter expertise and training to ONC staff and the Operations Executive on project management methodology, software system and processes, and project management matters.

The PMC is supervised by the Manager, PMO and receives direction from ONC principal investigators.

**Impact of Decisions and Actions:**

The actions of the PMC have an impact on the outcomes of projects. The delivery and outcome of these projects can have a major impact on ONC’s operations and reputation as a world-leading organization supporting ocean discovery and technological innovation. Project-related actions and decisions on the PMC can also have positive impacts on projects’ and ONC finances; the PMC takes actions to prevent negative deviations from project budget, timelines etc. that may adversely impact project outcomes and/or negative financial impacts on ONC.

**Independence:**

The PMC leads project planning, design, procurement and administration, and in so doing makes decisions on the management of projects through all phases, and guides project clients and stakeholders through the process to successful delivery of the project.

Many of ONC’s projects are unique, with sometimes multiple industry, academic and/or community clients, and different objectives and project and funding requirements. The PMC must develop unique methods, practices and procedures within ONC’s project management framework, funding agency guidelines, client timelines, University policies etc. The PMC manages projects through consultation and negotiation with principal investigators, clients, project team members to ensure that projects are achieved on budget and within the specified timeline, UVic and ONC policies, procedures and processes are followed and project and funding requirements are met. The PMC recommends measures needed to make the project successful to the principal investigator, Manager and/or the client. This position determines priorities in accordance with the principle investigator, ONC priorities, and in response to project urgencies. The principal investigator is advised of all sensitive and complex issues to ensure collaborative decision making. Work is reviewed and evaluated based on results.

**5. Summary of qualifications:**

The successful candidate will have a minimum of an undergraduate degree in Business, Engineering, Computer Science, Marine Sciences or a related field.

Experience requirements:
- Three years’ experience of successfully leading project teams from initiation to close.
- Experience should include a variety of multi-million dollar projects of high complexity and/or risk.
- Leadership of multidisciplinary project teams
- Management of budgetary and financial resources in project delivery.
- Developing reports for obtaining critical data and establishing and evaluating metrics

An equivalent combination of education, training and experience may be considered.
Knowledge requirements:

- Knowledge of Project Management principles and methodology
- Knowledge of financial accounting systems, principles and practices
- Proficient in MS Project, or other similar project management software, MS Office Suite of products, collaboration platforms etc.
- Knowledge of marine equipment and infrastructure

Competency requirements:

- Demonstrated proactive, results-oriented focus with a particular attention to detail and quality
- Excellent analytical, critical thinking and problem solving skills.
- Exceptional facilitation, negotiation, conflict and dispute resolution, and stakeholder relation skills.
- Ability to build and maintain productive working relationships with stakeholders at all levels of the organization
- Ability to work independently and collaboratively in a team environment
- Demonstrated willingness to be flexible and adaptable to changing priorities.
- Excellent interpersonal and communication skills, including verbal, written and presentation.
- Ability to multi-task, working with variable needs and associated timelines in an efficient, effective and flexible manner.

Assets or Preferences:

- Project Management Professional (PMP) certification
- Familiarity with marine-based observatories or experience in Marine Sciences – engineering – software development
- Experience with IT related project delivery strongly
- Experience with an Agile delivery methodology
- Experience working in an academic environment

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<th>Employee's Signature:</th>
<th>Date:</th>
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<thead>
<tr>
<th>Manager's/Supervisor's Signature</th>
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