



INDEPENDENT ELECTRICITY SYSTEM OPERATOR

Project Specialist

Location of Position: Mississauga

Temporary Assignment: Yes – up to 18 Months

The Project Specialist will report to the Supervisor, Project Management Office.

General Accountabilities

Perform project management governance, advisory and support role to IESO management, project managers and employees in support of the project management services provided by the Project Management Office (PMO). Also, lead projects/programs on need basis.

Job Description: (key Responsibilities)

- Acts as a project manager with overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of projects.
- Demonstrates influencing skills to accomplish project objectives in a matrix reporting environment.
- Utilizes change management discipline on project scope, time and cost changes.
- Manages the project budget to avoid deviations and recommends corrective actions.
- Upon Project approval, plans and prepares for the timely launch of project implementation and close out.
- Develops project documentation with accurate cost, resource, and time estimates. Identifies necessary technical and non-technical resources to ensure project objectives can be achieved and supports management in securing the resources.
- Manages project interdependencies within the program/portfolio and ensures efficient resource management and utilization of project resources, in a shared matrix environment.
- Plans, acquires and engages external services through the IESO procurement process to resource and support project delivery.
- Working with the contract managers and procurement in the development of RFPs, evaluation of vendor submissions, and the establishment of contracts to ensure on-time project delivery. Ensures vendor resources are managed to statement of work and project objectives.
- Ensures effective and efficient project handover to responsible areas adhering to the appropriate processes and artefacts.
- Monitors and ensures effective and efficient use of the IESO control mechanisms so that major project decisions, such as solution design and scope changes, are approved by project sponsors and senior management; including stakeholders who are impacted by the outcome from the project.
- Works in compliance with all IESO Project Management governance, methodologies, standards, processes and templates.
- Tracks project metrics, and creates project dashboards for senior management.
- Ensures accurate and timely project level reporting, including scope, benefits, time, budget and risk.
- Promotes a project management best practice culture at all levels, ensuring a communication plan is developed and executed considering all project stakeholders and their needs.
- Engages with IESO's QA function to ensure that an effective QA (Quality Assurance) plan is in place for all projects.
- Records and applies lessons learned from recent projects.
- Keeps current with latest trends in project management and maintains knowledge of current best practices in project management.
- Performs other duties (special assignments) as may be assigned by the immediate supervisor such as:
 1. Promote effective project management governance across IESO and support PMO's mission, its goals, and its scope.

2. Design, develop and support Project Management (PM) Framework, standards, processes, procedures, guides, forms and templates, tools and support enhancement of the Project Management Life - Cycle (PMLC).
3. Develop and review project management documents as required (e.g. Project Brief, Business Case, Project Plan, Project schedule, Exception Report, Meeting minutes, Closure document
4. Coach and mentor project teams, project managers, stakeholders and executives on PMLC, IESO PM processes, roles and responsibilities, governance requirements, PM best practices.
5. Contribute to, and/or produce, various project management reports for stakeholders including the Project Portfolio Dashboard Report, IT Technical Meeting Project PSC Agenda Package and other reports.

Skills:

Communications

- Strong communication skills/experience including facilitation, presentations and written communications at senior management levels including Director, VP and CEO.
- Demonstrates well developed inter-personal skills, conflict resolution and negotiation skills.
- Ability to clearly and concisely articulate project goals and objectives; listens actively and effectively and clarifies information as needed; interprets verbal and non-verbal messages; communicates tactfully and candidly.
- Presents oral and written reports defining plans, problems and resolutions to the appropriate level of management.
- Provides guidance to the team members about every aspect of the project so that the team members can understand their tasks fully and act on them efficiently.

Financial Management

- Ensures the project is meeting its stated objectives within the approved scope, budget and timelines.
- Delivers and manages demanding but viable project budgets and schedules including forecasting, monitoring and adherence to corporate business policies.
- Estimates costs to complete deliverables, activities and phases of the project.

Resource Management

- Limited supervision over others with an indirect reporting relationship including allocation of work project staff.
- Plans and manages project resources, and provide necessary alerts to senior management.
- Plans, assigns and monitors project work with appropriate instructions and technical direction while assuming primary responsibility for achieving overall project objectives.
- Creates a forum and format for open communications across project teams/stakeholders.

Stakeholders

- Understands who the client is, what are the clients' needs/expectations and provides realistic responses and actively monitors the client from planning to closeout.
- Reviews plans and results as required with the steering committees, senior executive, and external customers ensuring appropriate stakeholder involvement throughout the project for improving delivery.
- Manages stakeholder understanding, engagement and active participation specific to project scope, risk, delivery and changes.

Decision Making

- Regularly makes decisions and takes action on matters directly affecting the project objectives. Some escalations to supervisor required.
- Supports project sponsors in understanding and creating opportunities for making timely choices/decisions.
- Delegates tasks and responsibilities to appropriate personnel.

Influencing and Leading

- Ability to work effectively and efficiently toward goals in a complex, diverse environment with multiple stakeholders and changing demands with some supervision.
- Challenges requirements, as necessary, in order to ensure that the project steering committee and project sponsor is aware of resulting cost benefit outcomes, human resources implications and impact on project schedule.
- Demonstrates strong collaboration skills and techniques which lead to conflict resolution, creating lasting productive partnerships.
- Fosters and manages productive relationships with executive level sponsors.
- Builds effective teams with technical and non-technical staff.

Education:

- Requires knowledge encompassing the technical fields; relevant to the areas of computer science, engineering, technical service delivery, and risk management.
- Requires strong knowledge of project management; theory, principles, and practices including the Project Management Institute (PMI) best practices.
- Requires knowledge of Business and IT business methods, procedures and organization structures in order to be aware of limitations that can be imposed and to recognize factors influencing the effective implementation of methodologies, risk and project management activities
- Requires strong facilitation and communications (written and oral) skills to prepare accurate, concise, and clear correspondence, procedures, guidelines, and reports.
- This knowledge is considered to be normally acquired, either through the successful completion of 4 years of university education in an appropriate discipline or by having the equivalent education.
- PMP certification is preferred.

Experience:

- Proven track record of leading projects through all phases of the project Management life cycle.
- Solid knowledge and thorough understanding of PMI methodology, standards, phases, techniques and tools.
- Solid understanding of software development lifecycle, infrastructure/network and IT operations.
- Proven history of delivering projects using Waterfall, Agile and hybrid methodologies.
- Proven ability to work in an ambiguous environment and collaborate across multiple areas in order to achieve a common business objective.
- Set realistic and practical goals for the project. Moreover, he/she should also develop appropriate strategies for achieving these goals.
- Strong and tested project management skills stemming from both failed and successful project delivery.
- Demonstrated hands on experience leading and delivering small to medium complex enterprise wide projects in a service delivery environment.
- Solid understanding of software development lifecycle, infrastructure/network and IT and business operations.
- Lead the development and implementation of a set of plans and programs to meet the goals and priorities of the approved ranked/prioritized project.
- Lead the definition of project objectives, scope, critical success factors, benefits and constraints to align expectations, sponsors and project participants.

- Develop, present, justify and gain approval from the project sponsor and stakeholders including senior executives, as required.
- Plan, execute and monitor any activities necessary to recover slippage in timelines, budget or the achievement of business objectives.
- Lead and develop and/or oversee key project deliverables, action log, issue/risk mitigation activities.
- Identify and/or facilitate project risks and contingency requirements.
- Working with others, provides input into continuously improving project management toolkits and methodologies.
- Requires proficiency in computer tools application skills in managing projects; such as MS Project, EXCEL, Access, Visio, SharePoint and Word.
- Requires proven track record of working in a team environment where different opinions and perspectives have to be managed, negotiated and resolved.
- Requires a proven track record of taking ownership and getting the assigned tasks/projects done.
- Specific expertise and experience are required in the areas of:
 - (1) business case/project charter development,
 - (2) Project Plan and Schedule development,
 - (3) RFP/RFQ/RFI preparations, negotiations, SOW, vendor contract management and administration,
 - (4) project monitoring and control, and
 - (5) Preparation of various reports throughout project management life cycle.
- Proven track record of meeting/exceeding customer expectations.

Over 6 years, up to and including 8 years' experience with 4 -8 years of project management experience

Core Competencies:

- Functional/Technical Skills
- Customer Focus
- Approachability
- Problem Solving
- Action Oriented
- Learning on the Fly
- Priority Setting
- Self-Development

What the IESO Offers:

- Competitive market wages
 - Comprehensive benefit programs
 - Programs and policies to support a balanced lifestyle
 - A challenging fast-paced team environment
 - Opportunity to work with some of the brightest people in the industry
- While we appreciate your submissions, we regret that we can only contact those candidates selected for interviews.

We thank all candidates for their interest in opportunities with the IESO. Be sure to follow us on [LinkedIn](#).

The IESO is an equal opportunity employer.