



## Information Technology Project Manager

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### ABOUT THE POSITION

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If you are eager and passionate about leading multiple complex projects, this is a great opportunity for you!

The Information Technology Project Manager will provide full lifecycle project management for ITA projects with IT as a central component. Projects will be focused around the evolution of ITA's key business systems, largely based on the on-prem Microsoft platform (Dynamics CRM, SharePoint), including various 3rd-party managed services and on-prem COTS applications. This evolution will include providing increasing supports for a wider range of ITA business processes, assessing and possibly executing cloud migrations, migration from legacy systems, and system integration initiatives. Key responsibilities include project business justification, business requirements definition, project design, scope management, cost control, quality and performance reporting. As ITA works with multiple 3rd-party service providers, the PM will work closely with various organizations that support ITA's information technology initiatives.

This permanent position has no direct reports and will report to the Director, Information Technology.

Join ITA and be part of a highly engaged organization that is named one of BC's Top Employers and certified Great Place to Work!

Submit your cover letter and resume by email before the closing date listed on our careers page to [HumanResources@itabc.ca](mailto:HumanResources@itabc.ca).

### RESPONSIBILITIES/ACCOUNTABILITIES

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- **Project Management**
  - Participates in planning, coordination, solution development and implementation activities related to the integration of IT projects
  - Manages project plans, budgets, timelines, resources and scope and ensures appropriate processes are being utilized
  - Prepares and presents business requirements document and cost benefit analyses
  - Facilitates the User Acceptance Testing process by defining plans, ensuring defect free products and developing roll out procedures\
  - Provides transition plans and detailed lists of activities that must be transitioned from project completion to operational support
- **Stakeholder Engagement**
  - Consults with stakeholders in the development of tactics and options to find IT solutions to support business needs
  - Partners closely with IT and other departments to define, execute plans to ensure business value is realized
  - Communicates updates related to projects
- **Functional Oversight**
  - Manages project resources including project staff by developing, motivating, coaching and advising
  - Leads a team of internal and external stakeholders in the delivery of high-quality software solutions that meet business needs
  - Provides technical support as necessary

## EDUCATION/EXPERIENCE

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- 5+ years of experience working on IT focused project management
- Knowledge in both waterfall and disciplined agile project management frameworks
- Ability to support technical change management and capable of new technology evaluation and testing
- Expertise in MS Dynamics CRM, Sharepoint, other cloud-based environment and complex, enterprise-wide projects which includes application integration
- Familiarity with web application development, delivery methods and architecture
- Strong analytical, reasoning, interpersonal and organizational skills
- Articulate communicator with excellent written and verbal communication, presentation and facilitation skills
- Bachelor's Degree in Business, MIS or Engineering preferred
- An equivalent combination of post-secondary education, skills and experience will be considered

## WHO WE ARE

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The **Industry Training Authority (ITA)** is a crown agency that is responsible for leading and coordinating the skilled trades training and credentialing system for the province. ITA provides strategic leadership, policy support and customer services to help apprentices, employers and industry. ITA sets program standards, maintains credential records and issues the highly regarded Interprovincial Red Seal and B.C. Certificate of Qualifications (C of Q) credentials.



## COMPENSATION

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Annual Salary Band 5: \$70,250 - \$90,150

Salary to commensurate with experience. The ITA offers a highly competitive benefits package and perks which include:

- Flexible working schedule, floater days, and a 37.5 hour work week.
- Eligible for pension contributions.
- Healthy Living Program, In-house Gym
- Extensive Extended Health and Dental Plans that are 100% employer paid

## HOW TO APPLY

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If this sounds like you, we look forward to hearing from you! Submit your cover letter and resume by email before the closing date listed on our careers page to [HumanResources@itabc.ca](mailto:HumanResources@itabc.ca). All applicants will receive an emailed response confirming receipt of their resume submission.

*We kindly ask that applications be sent by email and we ask for no phone calls please. Due to the high number of applications the ITA receives, only applicants who are selected for an interview will be contacted. Recruitment for this role may be subject to a background check. We sincerely thank all applicants for their interest in the ITA.*