

Job Description

Job Title: IT Project Manager

Division: Ground Effects Ltd.

Department: Information Technologies

Reports To (Title): IT Director - PMO

1. Job Summary

Provide information on the overall purpose of the job in 2-3 sentences.

- The IT Project Manager is responsible for planning, organizing, and implementing Information Technology projects in collaboration with various functional areas within Ground Effects, and external service providers. They are responsible for effectively managing the scope, schedule and budget of their assigned projects. They will also maintain and report project statuses and metrics to key stakeholders. This role will also be a key contributor to the development and implementation of the Project Management Office (PMO) at Ground Effects.

2. Key Responsibilities

The table below details the **4 to 5 key responsibilities** of the job in the order of annual time spent on each responsibility. These responsibilities represent the **major areas** of work performed. This is not intended to be an exhaustive list of all tasks the role is responsible for.

	Key Responsibility
1	<ul style="list-style-type: none"> Ensure timely completion of tasks and deliverables for all projects in their portfolio
2	<ul style="list-style-type: none"> Develop, maintain, and track project timelines and budgets using various tools and methodologies
3	<ul style="list-style-type: none"> Coordinate work with various resources from within and outside the Ground Effects IT organization
4	<ul style="list-style-type: none"> Provide accurate and timely project status reports for a variety of project stakeholders and Ground Effects leadership
5	<ul style="list-style-type: none"> Identify project risks, escalate issues and drive key decisions in a timely and effective manner

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6	<ul style="list-style-type: none"> Build and maintain effective relationships with resources, partners, colleagues, and leaders with fierce accountability for delivering on commitments and partner needs.
7	<ul style="list-style-type: none"> Determine, set, and maintain priorities of tasks within projects, and projects in portfolios, based on importance and urgency
8	<ul style="list-style-type: none"> Perform activities related to the development and continuous improvement of the Ground Effects Project Management Office (PMO)
9	<ul style="list-style-type: none"> Provide oversight and support for PMO-Assisted projects executed by other Ground Effects employees

3. Qualifications

The table below details the **minimum levels** of education and experience, as well as the minimum and preferred qualifications, certifications or designations required to complete the job.

Education	Minimum Required:	<ul style="list-style-type: none"> Post-Secondary Degree in Engineering, Computer Science or IT related field Project Management Education
	Preferred:	<ul style="list-style-type: none"> Project Management Professional (PMP) Certification Certifications in IT specializations
Experience	Minimum Required:	<ul style="list-style-type: none"> 5 years overall work experience Successful track record of managing projects of various sizes
	Preferred:	<ul style="list-style-type: none"> Experience working in and/or driving technical teams in IT areas
Job Specific Skills	Minimum Required:	<ul style="list-style-type: none"> Extraordinary inter-personal skills, and oral and written communication skills Ability to break down and drive highly complex projects into clear and achievable milestones Passion for learning and managing new technologies Expert knowledge of Project Management methodologies
	Preferred:	<ul style="list-style-type: none"> Good understanding of ERP systems, business analysis, infrastructure and cloud technologies Adept interpersonal skills and emotional intelligence Enjoy working in a fast-paced, dynamic work environment

4. Communication & Working Relationships

List the **key** internal and external contacts the role will be responsible for communicating with on a regular and on-going basis.

Internal	External
<ul style="list-style-type: none"> IT Department Departmental partners, colleagues and leaders 	<ul style="list-style-type: none"> External Resources

5. Supervision

The table below details the number of direct reports supervised by the job, their titles, and the total number of indirect reports reporting into the job.

# of Reports	Direct: 1	Indirect: 0
Titles of Direct Reports	<ul style="list-style-type: none"> Jr. IT Project Manager 	

6. Working Conditions

Please indicate any working conditions beyond a normal office environment, including the **type of condition** (e.g., exposure to heat/cold/noise/fumes, restricted movement, frequent travel) and the **frequency** experienced.

<p>The following working conditions are present or expected on a daily basis:</p> <ul style="list-style-type: none"> Travel may be required. Ability to conduct presentations. Manual dexterity required to use computer and peripherals.
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7. Approvals

By approving this job description, those signing are agreeing that the above describes the appropriate qualifications and principal functions and responsibilities for the position.

	Name	Title	Date
Operations Manager			MM-DD-YYYY
Senior Leadership			MM-DD-YYYY

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Human Resources

MM-DD-YYYY

I M P O R T A N T N O T E

The organization reserves the right to change, amend or disuse this job description at any time. This document is intended to provide an overview of the required responsibilities and qualifications.

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