

OPERATIONS, PROJECT MANAGER

Full time Permanent

Position Overview

We are looking for a highly motivated and engaged Project Manager to join our Project Management Team. A strategic mindset will be critical as this individual will drive the implementation of the organization's strategic priorities and initiatives by developing and working with cross functional project teams under the leadership of executive sponsors. This role requires knowledge and application of all facets of project management including (but not limited to): documenting project scope and requirements, preparing project schedules, defining project resource requirements, on-going monitoring project status and reporting of progress, cost and schedule.

Reporting to the Director, Operations, you will work closely with internal stakeholders and the Information Systems (IS) team to define project requirements, implement and test solutions, ensuring they meet FP Canada's objectives and quality standards.

Key Responsibilities

In this role, you will:

- Manage medium to large size interconnected projects, often with competing timelines and resources.
- Work with project sponsors to create and manage cross functional project teams with representation from all areas of the organization.
- Coordinate internal team meetings with senior management and project team members to discuss roles and responsibilities, scope of work, project status and other agenda items. Taking clear notes, assigning tasks, and following up with project sponsors and teams as needed.
- Be the subject matter expert, responsible for designing, developing and maintaining project workplans using project management methodologies (Waterfall, Agile, Scrum, etc.).
- Track and clearly communicate any significant changes to scope, timelines, budget, risk and/or resources during the project life cycle to the project sponsor and impacted business areas and work with internal stakeholders to develop and implement impact mitigation strategies.

- Lead the implementation work within the Operations department by gathering business requirements from internal stakeholders and providing those requirements to the IS team to develop technical specifications and support the annual IS workplan.
- Maintain user acceptance testing best practices, confirm test cases are successfully completed and all issues have either been addressed or added to the future enhancements list.
- Ensure training and communications plans are in place for each project, changes to internal processes and procedures are documented and end users are fully trained on process and system changes prior to go live.
- Strategically use your expertise to participate in the vendor selection process and contract negotiations, support data driven decision making and drive continuous improvement.

Required Qualifications

- Completed post-secondary education or higher
- Progressive project management experience, managing system implementation projects, including quality assurance testing and end user training
- PMP certification required

Competencies

- Proficient in Microsoft Office and MS Project, or online project management software (ex. Monday.com)
- Knowledge of project management techniques, project team building, system analysis, system design, business process re-engineering, and data management.
- Ability to write project charters, statements of work, work plans, and review proposals and contracts
- Strong organizational skills and attention to detail
- Ability to handle multiple projects and competing deadlines simultaneously
- Independent and creative analytical skills and the ability to clearly communicate ideas and confirm understanding and use data to back up recommendations
- Excellent interpersonal, oral and written communication and presentation skills suitable for all levels of the organization
- Service oriented mindset
- Takes ownership and initiative to get things done
- Team player with a professional demeanor and positive supportive nature

About FP Canada

A national professional body working in the public interest, FP Canada™ is dedicated to championing better financial wellness for all Canadians by certifying professional financial planners and leading the advancement of professional financial planning in Canada. There are over 20,000 professional financial planners in Canada who have met, and continue to meet, FP Canada's standards.

At a time when society is facing unprecedented technological disruption in all walks of life, as well as the impact of COVID-19 on personal and business finances, Canadians have a greater need than ever for personalized financial planning advice with a human touch.

Working with FP Canada

We're [FP Canada](#), a team of passionate and progressive professionals. FP Canada employs over 55 people, and our office is located in downtown Toronto. This is a full-time permanent position working 5 days per week, during core business hours, with some flexibility required. We offer a hybrid-work model, requiring at a minimum, two days a week (40%) on average, of employees time be spent in the office.

We are committed to wellness and a healthy work environment for our employees. You will earn a highly competitive annual salary, generous paid vacation and personal time, and you will enjoy our comprehensive employee benefits, RRSP matching program, professional development opportunities, flexible work arrangements and regular social events.

We are service-oriented, principled, and driven to make a societal impact, and we strive for and demand excellence, integrity, and respect from each other as well as our external stakeholders. We value collaboration and flexibility, and together have created a collegial and positive work environment.

Our Commitment to Inclusion and Diversity

FP Canada values inclusion and diversity, and different perspectives and experiences; and we are committed to working towards an inclusive and diverse organization, reflective of Canada's population. We encourage candidates who identify in traditionally underrepresented communities (women, racialized persons, indigenous persons, LGBTQ2S+ and persons with disabilities) to apply.

Our Commitment to Accessibility

FP Canada is committed to ensuring equal access and participation for people with disabilities in accordance with the *Ontario Human Rights Code (OHRC)* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. FP Canada will provide accommodation on request throughout the recruitment, selection and/or assessment process for applicants

with disabilities. If you require accommodation, please inform our Human Resources Department at careers@fpcanada.ca.

How to apply

To apply, please submit your application to careers@fpcanada.ca and note the position title in the subject line. Applications will be accepted until November 29th, 2022.

We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted.