#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Associate Project Manager

**Job Number:** X-426 | VIP: 1739

**Band:** EXEMPT- 6

**NOC:** 0711

**Department:** Student Housing

**Supervisor Title:** Director, Student Housing & Residence Life

**Last Reviewed:** November 8, 2022

#### **Job Purpose:**

Reporting to the Director, Student Housing & Residence Life the Associate Project Manager oversees, leads, and manages project activities, working with students, campus partners, senior administrators, and teammates to implement the university housing strategy recommendations by 2027:

1. build 700 residence beds,
2. renovate all university owned residences, and
3. enhance and improve the residence program and services to increase student satisfaction, engagement, and success.

This position accesses, analyzes and synthesizes confidential, sensitive, and proprietary information related to board governance, budgets, human resources, communication plans, consultant data and information to lead and manage large complex planning projects, coordinating cross-discipline team members. The incumbent provides leadership in project management to the department and stakeholders campus wide, and oversees all aspects of projects, including communications plans and the preparation of reports for various governance committees.

The first year of the position will focus on managing the university’s procurement of a private partner to deliver 700 beds. Subsequent work will focus on coordinating renovation preparations up to the point of construction planning, and the management of projects that enhance and improve the residence program and services.

#### Key Activities:

##### Project Management & Coordination

* Provide project management expertise to projects relating to the three housing strategy recommendations. This includes leading the new residence/college/academic building process through the procurement award stage.
* Leads project development including defining project scope, goals, tasks, resource requirements, and success metrics. Works collaboratively with stakeholders to agree upon deliverables.
* Develops project plans project plans, including setting schedules, timelines, and milestones using appropriate tools and in consultation with the VP and Secretariat’s offices for governance timelines. Controls the schedule, alerting project team to scheduling issues.
* Facilitates change requests to ensure that all parties are informed of the impacts on schedule and budget.
* Review consultant and university documents for accuracy and compliance with university requirements.
* Tracks project performance and analyzing deliverables against requirements and prepares status reports by gathering, analyzing, and summarizing relevant information. Plans and meets regularly with project team members to identify and resolve issues.
* Submits project deliverables and ensuring that they adhere to quality standards.
* Conducts post-project evaluations and identifying successful and unsuccessful project elements
* Coordinates the development of user manuals, training materials, and other documents as needed to enable successful implementation and turnover of the project to the operational team.

##### Resource & Communication Management

* Leverages industry best practices to guide and coach project teams to execute the project plan.
* Builds a collaborative and constructive relationship with project teams. Provides visibility to team risks and assists in reducing/eliminating them. Supports teams with the anticipation of internal and external project challenges, including finding solutions.
* Identifies and plans for human resources needs for projects.
* Builds metrics and KPIs that help project teams to plan, prioritize, and make better decisions.
* Develops and drives continuous improvement practices within the department.
* Works collaboratively university communications department to establish effective project communication plans and ensuring their effective execution.
* Addresses conflict within and between projects and/or functional areas.
* Facilitates procurement processes related to strategy objectives. This includes developing request for proposals/qualifications for consultants and services which lead to the implementation of key strategy objectives.

##### Departmental Project Coordination

* Develop and coordinate the project management system for the department, including choosing standards, tools, techniques, and repeatable processes and supporting team implementation.
* Support long term strategic planning initiatives, and the development and execution of the department 3-year operating plan.
* Coordinate and oversee all aspects of planning updates and initiatives including organizing working/advisory groups related to planning.
* Coordinate input from stakeholders, departments, external consultants, and city officials.
* Identify areas for improvement and provide analysis and recommendations across the department to improve resource utilization, performance, and achieve strategy success metrics.
* Create, develop, and maintain detailed records of planning and project management activities.
* Lead presentation documentation design, review and distribution.
* Attend meetings on behalf of the director.

##### Other

* Upholds the residence agreement and related policies when necessary.
* Serve as a contributing member of the Housing Services team on collaborative departmental efforts.
* Be knowledgeable of emergency response procedures and implement as required.
* Participate in departmental and university meetings and committees as required.
* Other duties as assigned.

#### Education Required:

* Honours Bachelor’s Degree (4 years) and Project Management Professional (PMP) certification either completed or in progress.

#### Experience/Qualifications Required:

* A minimum of 5 years of project coordination or management experience.
* Experience in leading and managing projects with multiple stakeholders.
* Exceptional understanding of traditional and agile project management and technical experience with the associated project management tools and theories.
* Advanced analytical and time management skills with the ability to adapt to change and work within ambiguity.
* Demonstrated knowledge of budgeting, financial management, and board governance processes.
* Excellent interpersonal skills and written/spoken communication skills, tact, and patience. Excellent conflict resolution and negotiation skills, and political acumen.
* Ability to work with stakeholders across the university, including senior managers.
* Strong judgment, analytical and problem solving-skills.
* Working knowledge of the Microsoft Office Suite, project management software and supportive technologies, and records management systems.
* Commitment to teamwork.
* Ability to maintain confidentiality.

#### Supervision:

* No formal supervision of others.
* Responsible for monitoring and tracking work of other team members and consultants, including following up on issues. Refers significant issues to the appropriate manager for follow up.
* Guides department staff and learning and applying useful decision-making approaches.