

JOB DESCRIPTION

Benchmark Job #420

Ministry: Children and Family Development
Branch: Accountability and Project Management
Location: Victoria

Working Title: **Project Management Analyst**
Level: Range 24
Classification: Administrative Officer

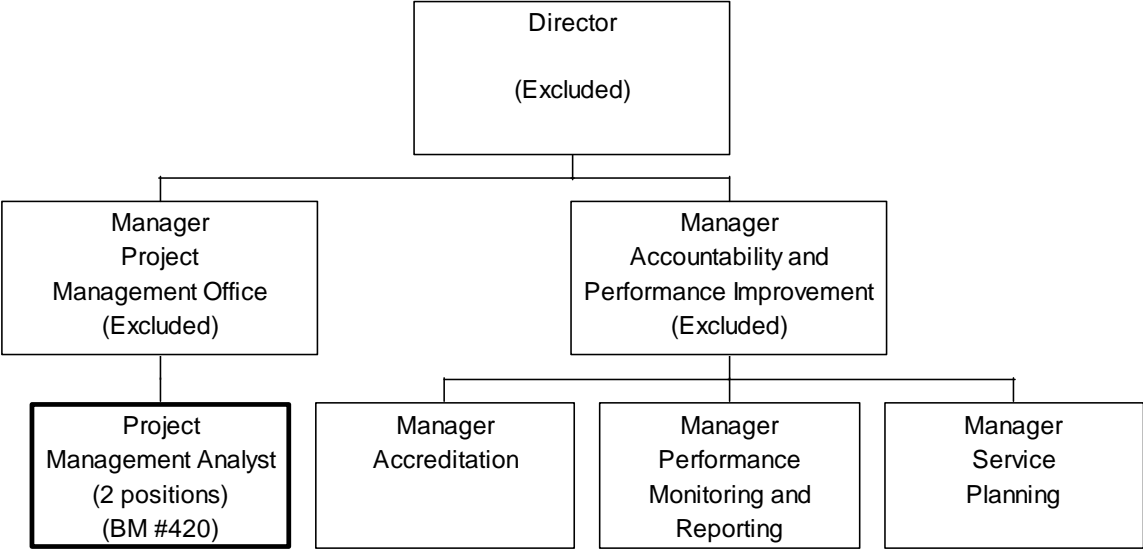
PRIMARY FUNCTION

To provide ministry-wide project management advice and coordination to senior ministry staff to ensure service plan objectives of key programs and services (e.g. Child Care, Foster Care, Adoption, Early Childhood Development and Child Protection) are achieved.

JOB DUTIES AND TASKS

1. Leads and/or coordinates the planning, implementation and evaluation of projects within a defined Corporate Project Management Framework
 - a. develops and recommends project management policies and guidelines for approval by the manager or director
 - b. leads and facilitates project planning sessions with senior managers and project participants to identify clear project goals and objectives, scope, deliverables and performance measures
 - c. reviews project proposals involving impacts to multiple programs and diverse stakeholder groups to ensure project viability and clear project objectives
 - d. identifies project risks and recommends solutions and/or risk controls
 - e. collects and analyzes quantitative and qualitative data related to project goals and objectives from a wide variety of data sources to recommend options or possible courses of action
 - f. prepares and presents project management information in the form of project charters, implementation plans, summary reports, issue papers, briefing notes, financial reports, Gantt charts and milestone charts to support informed decision making by executive staff
 - g. monitors project performance, analyzes outcomes, prepares reports on trends, performance indicators and significant project implications
 - h. monitors projects to ensure outcomes are delivered on time, on budget, and meet quality standards
 - i. reviews project setbacks and prepares recommendations to address issues
 - j. controls project management processes to ensure the quality of information for the production of detailed project management reports
 - k. coordinates the flow of information to ensure all parties are informed of project status and oversees the development of communication plans for internal and external stakeholders
 - l. reviews industry benchmarks, surveys and best practice reviews, summarizes results and prepares recommendations for project amendments or introduces new project management methodologies
 - m. conducts detailed planning and cost benefit analysis to determine project costs such as salaries, contracted resources, materials and operational costs along with estimated savings and business advancements
 - n. monitors resource utilization and maintains project monitoring and reporting systems and prepares reports for executive staff and Treasury Board
 - o. conducts post project evaluations and documents findings to continually improve ministry-wide project planning and implementation
2. Trains staff and leads project teams
 - a. develops and facilitates training programs to educate staff on project management and reporting requirements
 - b. leads project teams for the development of project plans and risk assessments and ensures project objectives and time schedules are met
 - c. coordinates project management activities of various teams
3. Performs other related duties
 - a. monitors and controls contractual arrangements with outside consultants; adapts standardized language to prepare requests for proposals (RFP), reviews proposals and recommends successful consultants
 - b. prepares and sets contract standards/criteria, defines project methodologies and verifies successful completion and recommends payment
 - c. chairs and/or participates on various Ministry committees

ORGANIZATION CHART
Benchmark Job #420



REASON FOR CLASSIFICATION

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Job Title: Project Management Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of project management to lead multiple ministry-wide projects with the requirement to plan, research and review complex issues with social and economic impacts to support the strategic direction of the Ministry within time, quality and cost controls.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify project management methods to work with new or changed business objectives and to plan a course of action to ensure ministry wide projects are aligned with the Ministry's strategic direction, budget and resources.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic negotiation skills to obtain consensus from executive and senior management on project management recommendations.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity to use a keyboard to develop project plans, reports and charts with some requirement for speed to meet deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Comparative Effects IV a. Freedom to Act – Level 6 Guided by general project management standards; plans, implements and evaluates projects impacting key programs and services of the Ministry, and recommends improvements to projects or adapts project plans to meet business objectives.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to conduct cost benefit analysis requiring program knowledge and detailed planning to determine project costs and related project outcomes such as estimated savings and business improvements.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control processes which ensure the quality of information for the production of detailed project management reports within a defined Project Management Framework.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training programs on project management and reporting requirements.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsible for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance the demands of conflicting priorities, program changes and project deadlines.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screen and/or printed reports and documents while preparing reports.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 810

Level: Range 24