



Job Posting

Strategic Project and Program Manager

Position: Strategic Project and Program Manager
Start Date: **July 2010**
Location: 1 Adelaide Street East
Reports To: Director, Strategy & Business Development

Position Summary:

The Strategic Project and Program Manager has overall project management accountability for assigned Value Added Solutions and Electronic Search & Registry (ESR) initiatives and represents the Line of Business (LOB) as the Project Manager on interdepartmental projects led by VAS or ESR. This role also plays a key role in supporting strategic initiatives such as partnerships, Mergers and Acquisitions (M&A) and other strategic projects, under the direction of the Director, Strategy & Business Development.

Responsibilities:

- Deliver projects under the incumbent's control to meet business objectives of the sponsoring LOB (Corporate, VAS or ESR)
 - Define and manage all aspects of projects, including scope, cost, schedule, communication and human factors (internal & external relationships, project staff)
 - Effectively identify and manage project risks, escalating to senior management as necessary
 - Ensure project progress is effectively managed and communicated to stakeholders
 - Lead projects to ensure expected outcomes are realized and projects are delivered on time, on budget, and at a level of quality that meets contractual or internal SLA requirements.
- Lead and/or participate in strategic projects and activities
 - Define project scope through broad consultation of project sponsor and key stakeholders
 - Propose methodology for analysis for approval by project sponsor and/or Executive Team
 - Conduct analysis using interviews and consultation with key stakeholders
 - Communicate regularly with project sponsors and key stakeholders to set and manage stakeholder expectations and report on progress
 - Present findings and recommendations to key decision makers to seek consensus or approval
 - Perform appropriate handoff and closeout activities to conclude projects
 - Expected outcomes are project deliverables that meet the stated business objectives of the initiative, delivered according to agreed-upon schedule and cost.
- Manage internal and external relationships to support the Project Management role.
 - Thoroughly understand the parameters of relationships that impact projects managed, e.g. internal SLA or contracts with external partners
 - Establish communication protocol with the objective of staying in touch with all partners to manage and anticipate risks and issues

- Act as escalation point for project risks and issues, as necessary, for senior management resolution
- Expected outcomes are effective working relationships and the establishment of a level of trust with partners for the benefit of projects and initiatives.

Qualifications

- Minimum Bachelor's Degree in Business or related disciplines preferred.
- 5+ years of business experience, with experience in Project Management
- PMP designation or qualification/desire to obtain accreditation
- Demonstrated strong relationship management and facilitation skills
- Solid written and presentation skills to various corporate audiences
- Experience with B2B and public sector clients highly desirable
- Intermediate to advanced knowledge of MS Word, MS Excel and MS PowerPoint

Working Conditions

- Some work activities will occur after normal business hours i.e. evenings and weekends
- Occasional travel throughout Ontario

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If this position is of interest to you, please forward your resume with subject line: **TERANET-SPPM-0500** to: Teranet, 1 Adelaide Street East, Suite 600, Toronto, ON M5C 2V9 E-mail: hr@teranet.ca or via Fax: (416) 360-1687.