

Manager, Strategic Project Management Office

Permanent, Full Time

File #JR100492

Who We Are

The **Ontario Securities Commission (OSC)** is the statutory body responsible for regulating Ontario's capital markets in accordance with the mandate established in the provincial Securities Act and the Commodity Futures Act. The mandate of the OSC is to provide protection to investors from unfair, improper or fraudulent practices, to foster fair, efficient and competitive capital markets and confidence in the capital markets, to foster capital formation, and to contribute to the stability of the financial system and the reduction of systemic risk. This mandate is performed through policy, operational, adjudication and enforcement work. The OSC also contributes to national and global securities regulation development.

We offer a diverse, fair, and flexible work environment and take pride in our challenging and rewarding work.

The Opportunity

The **Manager, Strategic Project Management Office (PMO)** will lead the building of a new enterprise Project Management Office and team. Your role will include the development, implementation, and management of OSC project management practices and enterprise project portfolio, with a focus on aligning projects and their delivery with the organization's strategic goals. You will be responsible for enabling a culture of strategic execution and accountability, managing portfolio governance, and overseeing high-impact projects. You will bring a proven track record of successfully building and running enterprise PMO(s), along with strong leadership, stakeholder management, communication, and strategic thinking skills.

Key Duties and Responsibilities

PMO Strategy, Planning & Framework Development

- Design, build, and evolve the enterprise Strategic PMO, including recruitment of the required talent.
- Proactively seek input from internal stakeholders in the development of the strategic PMO priorities and roadmap, ensuring alignment with the OSC's strategic plan.
- Share department vision, priorities and roadmap across the OSC to foster understanding and engagement.
- Develop, implement and maintain organizational project management frameworks, standards, processes and methodologies, in close collaboration with IT, Finance, HR, Policy and Risk teams.
- Oversee the change management efforts and adoption of PMO frameworks and tools across the OSC to drive consistent, efficient and effective delivery of OSC initiatives.
- Foster a culture of continuous improvement related to the adoption of project management best practices.

Project and Portfolio Management

- Establish, implement and manage project delivery and governance, ensuring all projects have clear goals, objectives, accountabilities, budgets, and KPIs as appropriate, and that project risks are identified and appropriately managed.

- Establish, implement and manage project reporting practices, within project teams, for OSC leadership and for the Board.
- Prepare and present regular updates and reports for management and the Board.
- Develop and implement frameworks to support resource management, project financials, project outcomes and decision-making to support the strategic plan.
- Lead project portfolio planning and prioritization to align resources with strategic priorities.
- Track and analyze project portfolio performance, and make recommendations for project adjustments to maximize value and achieve objectives.
- Tailor frameworks and processes to support a range of different types of projects (e.g., Policy and IT).
- Leverage project management standards and best practices, and drive adoption across the organization.
- Design consistent approach to project identification, business case development and approval processes, to ensure alignment with the strategic plan.
- Oversee delivery of the OSC project portfolio, identifying dependencies and constraints as well as mitigations and solutions.
- Ensure project issues and risks are identified, quantified, managed and tracked.
- Establish and track project timelines and deliverables using the appropriate tools.
- Identify and manage project dependencies and critical path.
- Identify and resolve issues and conflicts within and between various project teams.
- Review business case and budget proposals, and recommend subsequent changes where necessary.
- Ensure adherence to the budget, schedule, scope and quality standards.
- Manage costs, budget, contracts, vendors and resources for the PMO
- Design and review status reports, change requests, and requirements documentation to ensure smooth project progression.
- Review project plans, and provide advice and guidance.
- Establish and conduct post-implementation reviews and “lessons learned” to identify successful and unsuccessful project elements and support continuous improvement.

Cross-functional Leadership & Stakeholder Engagement

- Partner with executive leadership, Division heads, and other stakeholders to assess project needs and ensure cross-functional alignment.
- Collaborate closely with Finance, IT and HR in the development and implementation of project management frameworks/processes that are appropriately tailored for the OSC.
- Lead, coach, and mentor PMO staff, fostering an environment of collaboration and professional growth.
- Facilitate communication between project teams and executive stakeholders to ensure visibility and timely decision-making.
- Collaborate and share information where required with CSA Secretariat, other jurisdictions and other external stakeholders in the delivery of projects and overall portfolio governance and reporting.

Risk Management & Quality Assurance

- Create and implement project risk framework, in partnership with Chief Audit and Risk Executive to ensure alignment with enterprise risk management framework.
- Identify, manage, track and report on project risks to ensure timely delivery within scope and budget, and according to resource capacity and strategic priority.

- Establish quality standards, and ensure regular project audits and post-implementation reviews for continuous improvement.
- Monitor the performance of the PMO, identifying and implementing opportunities to enhance effectiveness and efficiency.

Budgeting & Resource Allocation

- Develop and oversee the PMO budget, ensuring resources are appropriately secured and allocated to achieve strategic goals.
- Partner with Finance to establish processes for identifying and tracking project financials and supporting business cases.
- Develop and implement OSC-specific approach to resource planning and management to support delivery of the OSC project portfolio.

Department Management, Team Leadership & Administration

- Oversee the administration of the PMO, providing technical and managerial leadership to a team of professional, support and contract staff as required.
- Build and manage the PMO, determine resource needs, and participate in the recruitment, selection, evaluation, and development of personnel.
- Develop annual and long-term operational plans and budgets for the PMO.
- Manage costs, budget, contracts, vendors and resources for the PMO.
- Proactively define and manage PMO priorities, and actively manage resources, budgets and reporting requirements.
- Develop project/requirements management processes, policies and protocols, monitoring compliance, ensuring continued applicability, and identifying and implementing required updates and/or revisions.
- Identify opportunities for process improvements in project/requirements management activities, and implement strategies for improvement, as appropriate.
- Ensure training plans are developed and rolled out as required.
- Provide work direction, guidance and coaching to team members, contract staff and vendors, monitor project allocations and workloads, reallocate resources considering changing business needs, resolve issues and ensure ongoing work quality.
- Manage staff performance and career development, conducting performance reviews, identifying skill development, mentoring, coaching and training opportunities.

What do you need to be successful in this role?

- Undergraduate degree in project management, business administration, IT or related discipline or equivalent.
- PMP or equivalent - expert knowledge in the Project Management methodologies, principles, frameworks and best practices.
- Minimum 10 years of proven experience leading and delivering projects.
- Proven track record of building and leading project management office(s).
- Proven experience in resource management, project financials, outcomes and risks.
- Exceptional stakeholder management, communication and interpersonal skills.
- Strong relationship builder and impact and influence capability, supported with the judgement to effectively drive a manageable pace of change.
- Strong problem-solving and decision-making capability.
- Excellent leadership skills and the ability to effectively manage people.
- Experience providing direct performance feedback and mentorship to foster an environment of learning & development and to create a high-functioning team.

- Executive presence ability to present effectively to the OSC Board, Executives, Vendor Executives, CSA Executives, and other jurisdictions/external third parties as required.
- Strong focus on execution, quality and timelines, with the ability to effectively prioritize and deliver in a dynamic and sometimes high-pressure environment.
- Strong analytical and critical-thinking skills.
- Proactive and results-oriented mindset.
- Good understanding of financial markets.
- Regulatory and/or government agency experience considered an asset.

Grow your career and make a difference working at the OSC.

OSC Employees: please apply in Workday using the Browse Jobs feature within your Jobs Hub.

Please submit your application for this position through the OSC website at https://osc.wd3.myworkdayjobs.com/en-US/OSCCareers/job/CA-ON-Toronto/Manager--Strategic-Project-Management-Office_JR100492

Applications must be received by Friday, December 6, 2024, at 11:59 pm EST.

We thank all applicants for their interest in the Ontario Securities Commission. We will contact those selected for an interview.

The OSC is committed to diversity and providing an inclusive workplace. It is our priority to ensure employment opportunities are visible and barrier-free to all under-represented groups including but not limited to, Indigenous, Black and racialized groups, people with disabilities, women and people from the LGBTQ2S community, to achieve an employee demographic profile reflective of the demographic profile of Ontarians.

The OSC is a proud partner with the following organizations: [BlackNorth Initiative](https://blacknorth.ca/) < <https://blacknorth.ca/>>, [Canadian Centre for Diversity and Inclusion](https://ccdi.ca/) < <https://ccdi.ca/>>, and [Pride at Work Canada](https://prideatwork.ca/) <<https://prideatwork.ca/>>.

If you require an accommodation during the recruitment process, please let us know by contacting our confidential inbox HRRecruitment@osc.gov.on.ca.

Visit [Accessibility at the OSC](https://www.osc.ca/en/accessibility-osc) < <https://www.osc.ca/en/accessibility-osc> > to review the OSC's policies on accessibility and accommodation in the workplace.