

IMPORTANT: DATE STAMP THIS NOTICE AND POST IMMEDIATELY ON ALL BCGEU BULLETIN BOARDS. DO NOT REMOVE UNTIL AFTER THE CLOSING DATE BELOW.

**LEGAL SERVICES SOCIETY
POSTING**

TO: LSS STAFF (cc: BCGEU)
FROM: HUMAN RESOURCES DEPARTMENT
POSITION: PROJECT ANALYST
ONE REGULAR FULL-TIME TERM POSITION (11 months from start date) - VANCOUVER
This position is on a modified workweek
COMPETITION NO: B075-18
DATE POSTED: JULY 31, 2018
CLOSING DATE: AUGUST 8, 2018
STARTING DATE: ASAP
SALARY: Job Class 18 (\$56,338 - \$64,441) "under review"

PRIMARY FUNCTION:

To provide project management expertise and support to assist managers and teams initiate, plan, execute, monitor and control projects, and establish, implement and improve project management practices; to integrate project planning with department and strategic planning.

The following job duties are illustrative examples, and shall not be construed as an exhaustive description of all the work requirements that may be inherent in the job.

JOB DUTIES

1. PROVIDE PROJECT MANAGEMENT EXPERTISE TO PROJECT MANAGERS AND TEAMS:

- a) Support project managers and teams to develop project business cases, issue papers, charters, requirements, detailed scope definition, budgets, plans, schedules and forecasts;
- b) Recommend or provide training/coaching for individuals and teams to improve project management skills such as estimating, scoping, budgeting, forecasting, tracking and reporting;
- c) Work with project managers to create and update project schedules on a regular basis, ensuring that schedules to conform to project requirements and are of consistent quality;
- d) Ensure responsibilities, scheduling, and resource requirements are communicated to teams;
- e) Monitor project budgets, milestones, scope and timelines, and maintain project contracts; and
- f) Maintain a repository of all project records.

2. DEVELOP, IMPLEMENT AND MAINTAIN A CENTRALIZED PROJECT REPORTING SYSTEM

- a) Develop project dashboard reports for various stakeholders;
- b) Ensure project managers maintain up-to-date project schedules that accurately reflect current status of projects;
- c) Monitor and report on project status, performance and progress; and
- d) Work with accounting department to establish, implement and maintain an effective financial tracking and reporting system to provide insight into project financial status.

3. PERFORM PROJECT COORDINATION DUTIES:

- a) Escalate critical issues to supervisor and/or manager;
- b) Ensure that project resource estimates accurately reflect availability and that department and project plans as well as operational demands are considered in the development of project schedules;
- c) Develop, implement and maintain a consolidated project schedule and consolidated project risk and issue log;
- d) Develop, implement and maintain a project change control system for creating, assessing, and actioning change requests;
- e) Ensure that cross-project dependencies have been clearly identified and monitored in plans;
- f) Work with team to identify and resolve resource conflicts and over-allocations;
- g) Ensure that all project managers and sponsors follow established PMO best practices; and
- h) Ensure project activities are executed in accordance with established LSS policies, means, methods and constraints.

4. ESTABLISH AND IMPLEMENT PROJECT MANAGEMENT STANDARDS, TOOLS, AND PROCEDURES:

- a) Establish, implement and monitor PMO templates for key project management deliverables (including project charters, requirements documents, project plans, project reports, issue papers and business cases);
- b) Develop, implement and monitor project management best practices (including process and standards for development of project plans, schedules, reporting, change control and risk and issue tracking) to elicit accurate and current project information to facilitate accurate business decisions;

- c) Communicate, coach and mentor on the use of tools and standards, as needed, with project managers, contractors, team members, or other stakeholders;
- d) Work with a variety of stakeholders to identify and implement project management best practices and ensure project managers, sponsors and teams maintain adequate levels of quality;
- e) Work with the Planning Analyst to ensure consistency between departmental and service plans and projects; and
- f) Work with the Policy Department on project evaluation.

QUALIFICATIONS:

Basic requirements

- Project Management Professional designation preferred or a minimum of 3 years' experience working as a project manager or in Project Management Office administrator/coordinator role
- Expert understanding of project life cycle
- Experience working on web and digital projects
- Experience in estimating, scheduling, and progress tracking
- Experience in scope, change, budgeting, and risk management and budgeting
- Familiarity with TeamWork, MS Project, and enterprise project management tools or equivalent
- Well organized/ excellent time management/ great at multi-tasking
- Able to perform specialized and complex work independently
- Initiative and independent judgment within established policy guidelines
- Able to set priorities and meet deadlines with a minimum of direction and supervision
- Excellent problem solving, analytical and organizational skills
- Communicate effectively with co-workers and management
- Outstanding written and verbal communication
- Able to understand cross-department concerns and communicate cross-departmentally
- Detail-oriented and task-oriented, but able to see and manage the 'big-picture'
- Quality-focused and deliverables-focused
- Or an equivalent combination of education and experience

Rated requirements

- Prior project management experience
- Experience in development and implementing project management best practices (templates, processes, and procedures)
- Experience coaching and mentoring project teams
- Experience working with cross-functional teams and resolving conflicts
- Experience in project initiation and selection procedures
- Experience working on projects in a service-based organization
- Budgetary or financial management experience
- Leadership and conflict resolution skills
- Ability to handle competing interests and changing priorities

We offer (based on your employment status and affiliation):

- A competitive salary
- 35 hour work week
- Four weeks paid vacation to start that grows the longer you're with LSS
- An excellent employee benefits package, where premiums are 100% paid by LSS
- Support for training and development
- Pension plan
- An employee and family assistance counseling program
- The opportunity to participate in various Employee programs (Employee Wellness, etc.)
- Generous leave provisions (sick time, special leaves)
- Modified work week/flex time for some positions
- 13 paid statutory holidays

Interested candidates should submit a covering letter, together with a résumé, outlining how their qualifications meet the above position requirements, to:

LEGAL SERVICES SOCIETY
Human Resources Department
Competition no: B075-18
400-510 Burrard Street
Vancouver, BC V6C 3A8
Fax: (604) 682-0725
E-mail address: resumes@lss.bc.ca

Please indicate **B075-18, Project Analyst**, and whether you are an **internal or external** applicant in the posting in the email **subject line**.

VISIT OUR WEBSITE AT www.legalaid.bc.ca

We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. The Legal Services Society is committed to building a skilled, diverse workforce reflective of Canadian Society. We are committed to employment equity and encourage applications from indigenous people, visible minorities, women and persons with disabilities.