



Title: IS Applications Portfolio Lead

Location: Kelowna, Surrey, or Trail, BC

Job Summary:

Working in accordance with the organization's strategic vision, core values, and leadership competencies, reporting to the Manager, IS Project Management Office (PMO), this position is responsible for providing portfolio and project management support to the PMO, project managers and teams.

Key Accountabilities:

Establish and maintain relationships with key stakeholders to support strategic objectives in the provision of the Project Management Office's strategy, governance and reporting requirements.

Provide portfolio and project management services to enable the safe and successful execution of projects primarily related to Information Services. Ensure PMO methodology and governance are followed on projects, which could include auditing mandatory deliverables during Stage Gating process.

Create high-level master integrated plans for interdependent projects, as well as tracks and reports on the expected benefits defined in business cases. Engage team members, deal with budgetary constraints, and prepare options and recommendations related to efficiency initiatives.

Create and/or update centralized processes within the PMO, which may include creating a centralized risk log for all active IS PMO programs/projects and a lessons learned repository.

Supports resource requirements across the IS roadmap when planning and executing projects. Including: support daily, weekly and monthly reviews of the financials of executing projects within the IS PMO and analyse and manage risks across the IS portfolio to aid in reporting.

Provide guidance and mentorship to the Jr. Project Managers and new project managers to FortisBC.

Coach and support performance, quality of work and training and development of the IS PMO team.

Participate in the selecting, orienting and training of new Project Manager, and coordinate, prioritize and manage issues and risks.

Education and Experience:

Bachelors Degree or equivalent combination of education, training and experience and a minimum of five (5) years of project management or directly related experience with leading large projects through various phases. Minimum of three (3) years of portfolio management or directly related experience

Technical Competencies (Role Specific):

- Extensive knowledge of project management principles and methodology
- Knowledge of portfolio planning
- Knowledge of resource planning
- Knowledge of business metrics in the achievement of business goals
- Demonstrated ability to lead others within a non-union and/or a unionized environment
- Demonstrated conflict resolution and negotiation skills
- Demonstrated ability to work independently and as a member of a team
- Strong analytical skills and the ability to resolve problems with progressive thinking
- Demonstrated ability to prepare and review project management plans, budgets and schedules
- Demonstrated ability to effectively create plans to manage multiple projects views across the IS portfolio
- Demonstrated ability to plan, organize and execute work on time and on budget
- Demonstrated ability to think strategically
- Demonstrated ability to manage competing priorities and demanding work schedules
- Excellent demonstrated ability to communicate effectively both verbally and in writing
- Must be detail oriented with respect to documentation and communication
- Excellent demonstrated ability with financial understanding and practices
- Demonstrated computer/MS Office/MS Project proficiency