

Nipissing University
POSITION DESCRIPTION

POSITION TITLE:	Project Manager – Efficiency Review Implementation
DEPARTMENT:	Project Management Office
SALARY LEVEL:	SL 8
EMPLOYMENT DEFINITION:	Full-time Administration – Two Year Contract
SUPERVISOR:	Vice-President, Finance and Administration/Provost and Vice-President, Academic
DATE POSITION CREATED:	September 2025

SUMMARY OF FUNCTIONS:

Reporting to the Vice-President, Finance and Administration and Provost and Vice-President, Academic, the Project Manager will be responsible for the Project Management Office, which provides centralized oversight of the Efficiency and Accountability Implementation Plan and the Academic and Operational Plans. The Project Manager is responsible for program direction, project planning, department engagement, governance, tracking, reporting, and change communications for the overall Implementation Plan.

The Project Manager will lead the Administration Modernization component of the Efficiency and Accountability Implementation Plan, supporting all administrative units through the change. The Project Manager is a trusted advisor in all areas and will work closely with other members of the administration teams.

The Project Manager will be responsible for ensuring effective communication and decision-making within and between executive offices, and for leading the communication strategy and reporting for the program.

DUTIES AND RESPONSIBILITIES:

Strategic Leadership

40%

- Establish and lead the Project Management Office (PMO), ensuring strategic alignment, effective delivery and realization of program benefits
- Ensure alignment across workstreams to achieve targeted outcomes and benefits as described in the Efficiency and Accountability Implementation Plan
- Research and assist with the development and implementation of departmental strategies and tools based on best practices for continuous improvement of administrative modernization processes and to ensure strategic alignment, effective delivery and realization of program benefits across institution.
- Set program direction that aligns with institutional goals
- Mobilize and coordinate resources to enable timely delivery across initiatives and workstreams
- Proactively identify, manage, and mitigate transformation and operational risks
- Lead the PMO to deliver against program scope, schedule, and budget
- Provide strategic counsel and engage key participants to support decision-making and alignment
- Oversee PMO team operations and ensure effective task management and coordination
- Facilitate engagement across the institution to maintain momentum and buy-in
- Maintain robust program documentation including identifying, developing and maintaining metrics

Change Management and Communications

40%

- Develop a change management strategy to ensure successful project implementation

- Assist department leads in developing a change management strategy for their department
- Develop a communication strategy that supports the project schedule and ensures buy-in from all interested parties
- Develop key messages to ensure there is a consistent understanding of the strategy
- Anticipate challenges associated with the project management process and communicate with the Executive Team
- Provide regular reports to the Executive Team on the progress of the projects

Other

20%

- Support the work of the Executive Team by identifying opportunities to enhance systems/processes/programs
- Provide project management support to projects currently underway (i.e. Academic and Operational Plan)
- Ensures effective communications and decision-making between and within executive offices
- Accountable for the development of reporting on achievements, priorities, initiatives and actions

Any other duties as assigned.

QUALIFICATIONS:

EDUCATION: University Degree in business administration, or equivalent. A Project Management Professional Designation is considered an asset.

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Minimum of seven (7) years of progressive experience in leading and implementing change management strategies, preferably in the higher-education sector or broader public sector
- Background in public sector and/or higher education; sound knowledge of the structures, functions, legislative frameworks, and interactions of higher education
- Experience working with unionized and non-unionized employees
- Strong verbal and written communication skills, including well-developed, effective presentation skills
- Demonstrated ability to build effective working relationships in a manner that builds trust, credibility and support
- Ability to think and act with sensitivity to the unique challenges of a public sector environment and to maintain confidentiality
- Demonstrated commitment to continuous learning and adopting new technologies, methods and approaches to generate engagement and efficiency
- Good negotiation skills
- Ability to embrace and champion change
- Ability to drive collaborative, agile processes between multiple departments
- Advanced knowledge of change management values, methodologies, and tools
- Knowledge of practices in Organizational Development, Management, Risk Management, Policy Development, Financial Management and Relationship Management
- Planning, organizational, time management, conflict resolution and problem-solving skills.
- Ability to work independently and as part of a team
- Strong computer skills (Teams, Microsoft Office applications, spreadsheets, databases, and presentation, publication and website technology)

RELATIONSHIPS/CONTACTS:

Supervised by: Vice-President, Finance and Administration and Provost and Vice-President, Academic

Internal Contacts: Students, staff, faculty, Board of Governors

External Contacts:

- Government agencies
- Other Universities

MATERIALS UTILIZED:

- PC based-computer software and systems
- General office equipment
- Nipissing University policies
- Efficiency and Accountability Recommendation Implementation Plan
- Academic and operational plans

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Ability to maintain sensitivity to and cope with information that may be highly confidential
- Regular conflicting priorities and time pressures on a daily basis
- Tight timelines on various last-minute projects
- Considerable visual and mental concentration
- Close attention to detail, thoroughness, and accuracy
- Occasional requirement to work extended hours, which could include evenings, weekends and/or holidays

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources

Date