



## Manitoba Liquor & Lotteries FT Project Manager, Facility Development

<b>SALARY</b>	\$39.04 - \$51.79 Hourly	<b>LOCATION</b>	1390 Pacific Avenue, Winnipeg
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	MLL185/24-25-E
<b>DIVISION</b>	Finance	<b>DEPARTMENT</b>	Facility Development
<b>OPENING DATE</b>	08/29/2024	<b>CLOSING DATE</b>	9/19/2024 11:59 PM Central
<b>AFFILIATED UNION</b>	EXEMPT		

*All Manitoba Liquor & Lotteries employees may apply. Manitoba Liquor and Lotteries is committed to Diversity, Equity and Inclusion. We strive to hire a workforce that reflects the community we serve. Employment equity will be considered therefore applicants who identify as women, Indigenous people, members of racialized groups, and persons with a disability are encouraged to apply.*

*If you require an accommodation at any time during the recruitment process, please let us know how we can meet your needs.*

### Job Purpose

Reporting to the Manager, Project Design and Delivery, the Project Manager is responsible for administering the planning, design, renovation, construction, commissioning and operational turnover of projects as assigned. The incumbent will plan, organize, control and lead the projects in accordance with the existing and emerging project management practices and methodologies at Manitoba Liquor & Lotteries.

### Job Responsibilities

- Initiate projects in collaboration with other project stakeholders by acquiring and defining business requirements and ensuring project objectives/deliverables align with the corporate strategic plan.
- Assist Project Sponsor in defining project deliverables.
- Document high level project deliverables in the charter/scope documents.
- Obtain approvals from Project Sponsor to initiate project.
- Assist in the development of a business case as required.
- Determine internal and external resource requirements and secure resource commitments from functional areas.
- Develop and document a project organization chart and roles and responsibilities.
- Create a stakeholder analysis including stakeholder identification, role in decision making, influence on project outcomes, requirements for information and potential strategies to effectively manage stakeholder needs.
- Initiate a risk assessment in consultation with the Enterprise Risk Management (ERM) team.
- Delineate detailed project deliverables into in- and out-of-scope activities; document and develop project charter/scope statement.
- Obtain approvals from Project Sponsor and Program Manager Manager.

- Initiate the development of a project communication plan based on stakeholder analysis, by working with Communications & Public Affairs.
- Break down work activities into tasks, define durations, dependencies and resource accountabilities resulting in a project schedule.
- Develop detailed project budgets in collaboration with Finance.
- Develop procurement plans and determine appropriate contract agreement forms/content, etc.
- Organize standard project documentation structure and archives.
- As a key member of the Integrated Design Process (IDP), participate in meetings, discussions and represent Manitoba Liquor & Lotteries' interests.
- Monitor project budgets in conjunction with Finance and take steps to correct or adjust costs when required.
- Lead project status meetings to ensure project schedules, deliverables and budgets are being met.
- Identify potential risks or issues and take corrective actions to ensure project objectives are being met.
- Provide Project Sponsor/Program Manager and relevant stakeholders with project status reports.
- Administer change management process & cash flow projections, consistent with financial authority.
- Lead the commissioning and turn over of the project to operations.
- Perform "lessons learned" sessions with team members, project sponsors and relevant stakeholders; document and distribute reports/results.
- Obtain feedback from customers, sponsors and team members to determine if objectives were met.
- Conduct variance analysis on project schedule and budget in collaboration with Finance.
- Archive all relevant project documentation as per Records Management policies and procedures.
- Collaborate with the Facilities Development, Directors, and other Project Managers to ensure prudent integration between past, current and future projects.
- Collaborate with other divisional and departmental project managers to coordinate resource utilization and to ensure conflicting objectives are resolved early in the respective planning phases.

## Primary Qualifications

- A post-secondary degree in building architecture, engineering or engineering technology, complete with industry designations: M.A.A., P.Eng., BID, CET or C.T. (Arch. Or Build.), or equivalent combination of education and experience.
- A post-secondary credential from a recognized project management program with industry designation – Project Management Professional (PMP) or Gold Seal Certification (GSC), or equivalent.
- A minimum of ten years' experience in managing commercial construction and renovation projects.
- A demonstrated, thorough understanding of building systems, architectural and engineering agreements and practices, construction agreements and contract administration practices.
- Demonstrated project management experience with the ability to analyze and solve problems independently using good judgment, strong leadership and organizational skills, adoption of best practices, strong initiative and ability as a self-starter, and budget management.
- Intermediate skills in Microsoft Office (Word, Excel and Outlook) and MS Project.
- Have and maintain a valid Manitoba Class 5 driver's license.
- Ongoing professional development and upgrading is required to maintain designations and keep current with changes in the profession.
- Excellent communication and interpersonal skills.
- Knowledge of the gaming industry and Casino operations is considered an asset.

## Secondary Qualifications

- Bilingual (French/English) language skills.
- AutoCAD experience is considered an asset.

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### Agency

Manitoba Liquor & Lotteries

### Address

9/4/24, 10:26 AM

Job Bulletin

1555 Buffalo Place Unit A

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204-957-2500

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