Position Identification

Position Title	Supervisor, Technology Projects		
Position Replaces	N/A		
Position Level	Supervisor	Position Code	1600,1907,1780
Pay Band	Exempt Band 5	Revision Date	July-22
Supervisor Title	Manager, Technology Projects Delivery	Sup. Position Code	1384
Additional Requirement	CRC	N/A	
Exclusion Rationale	On File	Flexible Work Arrangement	Flexible Work
Division	Information Technology		

Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

Our Mission: Delivering transportation services you can rely on

Department Summary

The IT PMO enables the successful planning and delivery of innovative technology solutions that drive business value, competitive advantage and continuous improvement. Our Supervisor, Technology Projects provides day-to-day leadership for the project delivery teams and contribute to departmental planning efforts.

Job Overview

Reporting to the Manager, Technology Projects Delivery, the Technology Projects Supervisor will capitalize on their knowledge of the business environment; BC Transit's customers, markets, products/services; the transit industry; and their expertise in project management. This is a supervisory role blended with the ability to successfully perform analytical work in support of the Information Technology (IT) division's technology projects and portfolio.

The Technology Projects Supervisor will demonstrate expertise in project management, ensure the technology projects are delivered on schedule, in scope and on budget and provide recommendations to the IT Portfolio Manager to further develop technology project management at BC Transit.

The Technology Projects Supervisor is an essential member of the Manager, Technology Projects Delivery's team. The incumbent will support the Manager, Technology Projects Delivery in developing technology project management best practices.

As a Supervisor, they will develop strong relationships with their team and others within the IT division, and support collaboration between the IT division and the rest of the organization.

Key Accountabilities and Expectations

Key Accountability	Expectation
Operational Management	• Ensures projects are delivered on schedule, on budget and in scope and adhere to internal governance and processes. • Maintains technology project management templates and best practices. • Provides support to the IT Portfolio Manager as needed.
Strategy and Planning	• Contributes to the growth of the organizations' understanding of technology project management process and practices. • Identifies and recommends improvements to IT project management governance and management of IT projects. • Assists with forecasting future resource capacity to help with the approval and prioritization processes. • Assists in the planning, development and timing of projects in the portfolio, and the strategic alignment of projects in their area within the project backlog. • Maintains the technology portfolio ensuring accuracy and integrity of the information on all of the active projects within their area. • Assist with reporting out on projects in the technology portfolio as needed, this includes assisting with the organizational risk register as required.
Leadership	• Overseeing activities including requirements gathering, planning, business case development, implementation, monitoring project budgets and forecasts, project timelines, deliverables, risks and issues. Oversees the Technology Project team, including selection, scheduling, work assignment and review. • Provides leadership, coaching, support and performance management of direct reports ensuring their performance aligns with BC Transit values • Support employees in achieving their professional growth goals by aligning their career aspirations with organizational objectives, identifying skill gaps and fostering employee engagement within the organization • Leads all aspects of department operational and strategic planning, including defining business requirements, project planning, and organizing and negotiating the allocation of resources and workforce allocations

Financial Responsibility	• Manages department annual budget, ensuring alignment with organizational goals. • Monitor and control departmental expenditures to ensure adherence to the approved budget.
Additional Duties	• Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies

Education	• Post secondary degree in computer science, business, engineering with a technology focus or a related field. • A Project Management Professional (PMP) certification or equivalent training is considered an asset for this position • PMI Agile Certified Practitioner (PMI-ACP) or equivalent training is considered an asset for this position • Portfolio Management Professional (PfMP) or equivalent training is considered an asset for this position
Experience	• Five (5) years' experience as a project or program manager leading and managing complex projects, of which three (3) years' leading people. • Project Management experience in infrastructure, networking and mobility projects • Change Management experience considered an asset • Risk Management experience considered an asset • Proven IT project and/or IT program management experience working in a government (or a similarly large agency) for the delivery of high value capital projects involving innovative technology, multiple partners, public procurement, contract negotiations and change leadership • An equivalent combination of education and experience may be considered
Key job-specific competencies	• Strong leadership and people skills including but not limited to conflict resolution with understanding and awareness of emotional intelligence required to supervise and motivate • Process Improvement methodologies – Lean, etc. • Exceptional interpersonal and communication skills, including strong persuasion and negotiation abilities to achieve consensus, resolve conflict and achieve desired outcomes • Strong customer service orientation • Proven analytical and problem-solving abilities • Ability to effectively prioritize and execute tasks in a high-pressure environment • Good written, oral, and interpersonal communication skills

	• Ability to conduct research into project and portfolio management issues and products as required. • Ability to present ideas in business-friendly and user-friendly language • Highly self-motivated and directed • Keen attention to detail • Team-oriented and skilled in working within a collaborative environment • Understanding of change management principles and techniques to effectively drive organizational change.