

## Project Management Office Lead

Driven by technology and fuelled by innovation, HSB is Canada's premier specialty insurance and applied technology services provider. Offering 150 years of technical and service excellence, we are focusing on emerging trends and unlocking new opportunities for clients. Today, we are accelerating, changing the future of insurance and risk solutions, for a modern world.

At HSB, we value the strengths and contributions of our diverse workforce. We offer continuous learning opportunities, giving you flexibility to grow in your career while enjoying a healthy work-life balance and a collaborative approach in our coast-to-coast network of offices. Become part of a rewarding and impactful workplace experience while seeing first-hand technologies and risk solutions that are changing the way we live and work.

HSB is much more! It's insurance. Engineering. Technology. To learn more about us, please visit: <https://www.hsb.ca>

### **Primary Objectives:**

The Project Management Office Lead manages the Project Management team and projects to advance the priorities of the organization. This position will be responsible for the planning and set up the Project Management Office; to support the project review process; define project needs, timelines and deliverables; coordinate resources; lead project teams through implementations; monitor and report on progress; and make adjustments as required, to ensure successful project delivery. The Project Management Office Lead is a strategic thinking leader and data-centric decision maker with strong communication and relationship and project management skills. This position is based in our Head Office, in downtown Toronto.

### **Job Responsibilities:**

- Define and implement a process framework with guidance from stakeholders for internal projects with consideration of scope, costs, and resource demands that will support the identification and determination of projects that are within or outside of the parameters of the PMO.
- Facilitate the internal review and approval process for the proposal, evaluation, and selection of projects according to defined criteria.
- Oversee a team of reports and matrixed professionals to support the implementation of approved and required projects within PMO scope.
- Build strong partnerships and collaborate with stakeholders to develop comprehensive project scope and plan ensuring technical feasibility, specify required deliverables, identify resource requirements, relevant participants, budgets, milestones, and timelines.
- Assist in the drafting and submission of budget proposals and subsequent adjustments where necessary.
- Work closely with stakeholders and CFO on financial forecasting, budget modelling, expense monitoring and financial analyses.

- Allocate to ensure good use of project resources throughout projects timelines and implementations.
- Execute and lead the project management processes and activities to support effective and efficient project management practices.
- Review project process steps and adhere to project standards to mitigate issues and deliver according to defined scope, schedule and budget.
- Define, disseminate, and track project milestones and success criteria.
- Communicate accurate and timely reporting updates to stakeholders regarding projects, activities, and issues.
- Monitor and assess resource needs during project cycles, submit additional requests for approval and make the appropriate adjustments as necessary.
- Provide other project related support as needed.

#### **Qualifications:**

- University degree in business administration, or a related field.
- 10+ years proven PMO experience including leading the defining and implementing processes, project governance frameworks, standards, and procedures.
- Completion of the Project Management Professional (PMP) Certification is required.
- Ability to lead, guide and motivate others in a positive way that brings the best of each person to the project,
- Possess sound understanding of range of functions within organizations.
- Extensive knowledge and experience of project management - planning, coordination, monitoring and execution skills; waterfall methodology and agile methodology experience; PMP certification is an asset.
- Experience in the P&C insurance industry is preferred.
- Ability to work independently and effectively with minimal supervision focusing on results.
- Excellent communication and presentation skills, business process consultation, and relationship management at all levels of the organization.
- Able to negotiate and work collaboratively with internal and external stakeholders.
- Budget, financial and business management skills
- Able to interpret and reason through complex information.
- Strong multitasking and organizational skills and attention to detail.
- Ability to prioritize tasks to meet deadlines.
- Knowledge of computers and various software application packages.

Creating and maintaining a work environment that promotes respect, diversity and dignity is important to us. We strive for equality in our workplace, to eliminate employment barriers, and promote a workplace based on principles which align with our company values and promote positive employee practices.

Candidates requiring accommodation during any stage of our selection process should advise us of this; we will strive to work with individuals to find a suitable means to meet their needs.

If you are interested in applying for this position, please quote Job Reference #0722 and please click the link : [Apply here](#)

We thank all candidates for their interest; however only those selected for interview will be contacted.