

Job Description: Program Manager

POSITION

The Business + Higher Education Roundtable (BHER) has a 12-month contract position for a Program Manager to support BHER's goals of delivering a national work-integrated learning strategy.

The successful candidate will have strong organizational skills, a proven track record of delivering on government-supported projects, and some people management experience. They will also play a key role in showcasing the successes of BHER's stakeholders in order to generate new relationships and partnerships.

As a program manager at BHER, the successful candidate will:

- Report to BHER's Chief Research and Development Officer
- Be part of a dynamic team in a growing organization.
- Work on other specific tasks as required to support BHER's growth and development.

TERM

40 hours per week, with limited weekend and evening requirements. When health regulations allow for it, some travel may be required.

Start date: immediately.

COMPENSATION AND BENEFITS

- Salary range: \$65,000 - \$80,000 per year
- Performance bonus may be considered
- Eligible for benefits after 3 months of employment

LOCATION

Virtual to start, but ideally based in Ottawa. Given the current context of the global pandemic, initially the work will be based in the home of the successful applicant (all BHER staff currently work from home).

CORE RESPONSIBILITIES:

- Project implementation
 - Alongside the team, develop and follow critical paths for projects.
 - Planning and coordinating project management activities, including financial, staffing, and contracting.
 - Executing evaluation plans, criteria, and evaluation schedules.
 - Developing, evaluating, and prioritizing deliverables and requirements.
 - Planning, directing, and controlling the activities of a project team within scheduled time and cost parameters.
- Reporting and accountability
 - Monitoring the design, implementation, and operations against established critical paths.
 - Reporting progress of the program on an ongoing basis and at scheduled points.
 - Providing updates on progress and concerns.
- People management
 - Overseeing teams and individuals working on separate programs.
 - Meeting with stakeholders and other project leads.
 - Planning and coordinating the activities of program personnel, internal customers, contractors, and other support providers.
 - Determining and obtaining budgetary requirements, composition, roles, responsibilities and terms of reference for the team.
 - Ensuring the executive team and funders are provided with timely and accurate project information and status updates.

MINIMUM QUALIFICATIONS:

- A post-secondary credential. PMP certification is an asset.
- Minimum of four years of relevant experience, including two years acting in a supervisory capacity.
- Strong relationship management / interpersonal skills and the ability to interact effectively with internal and external stakeholders, clients, and vendors.
- Experience with business management and responsibility for program budgets including revenue and costs. Experience working with government-funded projects is a strong asset.
- Comfort working in a start-up environment.
- Must be able to legally work in Canada.

TO APPLY

Interested applicants should submit a resume and cover letter and any necessary disability accommodations to Jennifer.Riopelle@bher.ca, Director, Corporate Services.

Please include names of three references (including contact information). Application deadline is March 8, 2021.

About the Business + Higher Education Roundtable

The Business + Higher Education Roundtable (BHER) is a non-partisan, not-for-profit organization bringing together Canada's largest companies and leading post-secondary institutions. Since 2015, BHER has worked to harness the strengths of Canada's business and post-secondary education sectors to build opportunities for young Canadians, boost innovation and drive collaboration.