



## SPONSOR (SENIOR MANAGERS)

**Metrolinx** is an agency of the Government of Ontario and our goal is to create a transit network that enhances the prosperity, sustainability and quality of life for the Greater Golden Horseshoe. We plan, build and operate an integrated transit network in the region. This includes developing the Regional Transportation Plan, building light transit, bus rapid transit and the GO Expansion program, and operating GO Transit, UP Express and PRESTO.

Our Sponsor Office, within the Planning and Design Business Unit, is seeking Sponsors at the Senior Manager level for multiple areas in the Sponsor Office including New Stations, Rapid Transit, Early Works Sponsor Programs. Reporting to the Program Sponsors, the Sponsors are part of a multi-disciplinary project team implementing the day-to-day management of high profile and politically sensitive projects to ensure that investment decisions are in line with corporate strategy and committed outcomes are delivered.

The Sponsor is a unique role that works collaboratively across the organization to ensure that project benefits are defined, appropriate approvals are secured, a capable delivery team is assigned to the work, and the project is well governed with appropriate budget, schedule and risk oversight. Sponsors are the 'guiding minds' of a project, providing assurance to the organization across the full project lifecycle that the delivered project can realize the targeted benefits. The Sponsor Office makes sure the Client gets the benefits and requirements that they funded.

### Key Responsibilities

- Provides senior leadership and direction for diverse teams, consisting of internal staff from multiple teams, external consultants, contractors, etc. Ensures that the assigned projects are correctly planned and executed to meet goals, cost and schedule requirements.
- Leads business process and governance reviews related to projects and change management strategies, while making decisions that reinforce a culture of continuous improvement.
- Provides assurance of project readiness through planning, design, delivery and operation to ensure project benefits are delivered on time and within budget, and providing advice to the Vice President, Sponsor office, the senior management team, and the corporate investment panel
- Engages with external stakeholders (e.g. municipalities, business and rail industry) and puts effective communication strategies in place to ensure the wider strategic picture is reflected within the project framework, business case, and risk analysis.
- Applies political acuity and relationship management skills to identify, assess and act on opportunities and risks, as appropriate. Monitors risks, constraints and contingencies to avoid additional project costs, penalties and delays.
- Develops and advises on commercial agreements with industry and stakeholders; Manages and develops the forms of agreements and supporting policies and guidance; Support commercial negotiations for major initiatives
- Supports the Vice President, Sponsor Office by developing project frameworks, drafting business cases and benefits realization plans, confirming funding, and setting performance requirements and measures (KPIs)
- Oversees the development of business cases to evaluate project and program alternatives and secure support for new programs/projects.
- Prepares detailed reports and delivers, or supports the delivery, of presentations to the Board and/or at public meetings.
- Provides leadership oversight and direction to project teams (e.g. defines team member roles, responsibilities, and expectations); delivers timely feedback to ensure an optimum use of team skills; manages project team and monitors work assignments for adherence to timelines; monitors the achievement of performance objectives; develops and implements action plans to address performance gaps

**Location:** Head Office, 97 Front Street West, Toronto

## Qualifications:

- Completion of a degree in Planning, Economics, Business, Administration, Engineering, Public Administration, Marketing, or a related discipline – or a combination of education, training and experience deemed equivalent. An MBA would be an asset
- Minimum 10 years of management experience leading and developing corporate projects and strategy, preferably with the broader public sector.
- Senior leadership skills and experience in a multi-jurisdictional context to lead, manage and coordinate multiple project teams, and re-align activities to meet priorities;
- Excellent relationship and stakeholder management and negotiation and influencing skills, and the ability to work in collaboration with colleagues, contractors and stakeholders across organizational boundaries to ensure project deliverables; to build and influence value added relationships with diverse internal and external partners and stakeholder to achieve corporate wide objectives
- Strong understanding of the principles behind business process re-engineering, managing change, and what is required to make projects successful
- Proven political acuity skills to recognize and respond to issues which may have impact for the Vice-President and the CEO; demonstrated ability to recognize and support issues which may impact partners and stakeholders
- Demonstrated commercial awareness to review and provide advice on commercial policies and agreements and support commercial negotiations with industry and stakeholders is an asset
- Excellent oral, written, and presentation skills, from both a technical and a business audience perspective; ability to provide clear and concise answers to anticipated questions regarding project implementation procedures, progress and status
- Knowledge of project management skills and theory, principles, techniques and applications, to provide expert operational leadership and authoritative advice to executive management.
- Working experience in multiple phases of project development, including project planning, engineering, construction, contract administration and accounting is an asset
- Familiarity with rail sector and working in a transportation / transit planning and/or project delivery environment, leading large scale projects is an asset
- Project Management Professional (PMP) certification would be an asset
- Knowledge of relevant legislation, policies, procedures, professional or technical practices and precedents (e.g. *Metrolinx Act, Places to Grow Act, Planning Act*) and of human resources legislation (e.g. *Employment Standards Act, Ontario Human Rights Code, Occupational Health & Safety Act*, etc.) and collective agreements to manage and direct project team employees, consultants, designers, and contractors

To apply for this position, please submit resume online, no later than **June 30<sup>th</sup>, 2019**.

<https://metrolinx.taleo.net/careersection/ex/jobdetail.ftl?job=NET000G&lang=en>

**Please note that applicants must be legally entitled to work in Canada. Accommodation will be provided throughout the hiring process, as required. Applicants must make their needs known in advance.**

Please be advised, Metrolinx uses email to communicate with their applicants for open job competitions. A Criminal Record Search may be required of the successful candidate. Should it be determined that any background information provided be misleading, inaccurate or incorrect, Metrolinx reserves the right to discontinue with the consideration of your application.

**We thank all applicants for their interest, however, only those selected for further consideration will be contacted.**

**AN EQUAL OPPORTUNITY EMPLOYER**

[www.metrolinx.com](http://www.metrolinx.com)