



## **Analyst, Project Management Office**

**Requisition ID:** 2722

**Number of Vacancies:** 2.00

**Department:** CEO's Office (20000050) - Portfolio Management Office (30000083)

**Salary Information:** \$75,602.80 - \$94,494.40

**Pay Scale Group:** 8SA

**Employment Type:** Regular

**Weekly Hours:** 35, **Off Days:** Saturday and Sunday **Shift:** Day

**Posted On:** September 15, 2020

**Last Day to Apply:** September 29, 2020

**Reports to:** Manager, Portfolio Management Office

The Toronto Transit Commission (TTC) is North America's third largest transit system and has been recognized as one of the top places to work in the GTA. Guided by a forward-thinking strategic plan, the TTC's vision is to be a transit system that makes Toronto proud. The TTC's recruitment efforts are directly aligned to its mission of providing "a reliable, efficient, and integrated bus, streetcar and subway system that draws its high standards of customer care from our rich traditions of safety, service and courtesy."

### **General Accountability**

The Analyst – PMO performs and/or coordinates the planning, monitoring, analysis and evaluation of project, program, and portfolio management functions for the applicable TTC Group and provides project management support, including budget preparation and monitoring, cost analysis, controls and reconciliations, and/or scheduling. The position receives direction from the Manager or the Advisor – PMO to assist in the overall planning, management and administration of their department's project portfolio to ensure the ongoing success of the TTC Project Management Maturity Plan.

In addition, the incumbents in the corporate Portfolio Management Office (PfMO) and the PMO work together to develop policies and procedures and ensure that project methodology is consistent throughout the TTC and in line with the corporate direction set by the PfMO.

### **Key Job Functions**

- Performs and/or coordinates the planning, monitoring, analysis and evaluation of the applicable TTC Group's project portfolio for efficiency and effectiveness, including coordinating the development, implementation and ongoing monitoring of project, program and portfolio schedules, cost and scope controls, performance measures and audit/quality assurance activities to ensure project management governance adherence.

- Acts as a corporate/department resource and provides advice, direction and interpretation regarding policies, rules, procedures, standards and performance measures.
- Supports the Manager and/or Advisor in the overall planning, management and administration of the PfMO or PMO;
- Analyzes data and project information to identify critical areas for improvement and corrective action as well as other improvement opportunities/efficiencies, and assists with the implementation of corrective action;
- Collaborates with other TTC PMO peers, and liaises with internal/external contacts related to areas of responsibility;
- Researches information and prepares various reports and recommendations related to the work;
- Looks for opportunities to leverage tools to improve the efficiency and effectiveness of the Project Management function;
- Contributes to the achievement of TTC's Project Management Maturity (PMM) mandate and supports the implementation of the Project Management Maturity (PMM) plan; and
- Keeps abreast of project, program and portfolio management industry trends, best practices and new technology as related to areas of responsibility;
- Assist Program and Project Schedulers with preparing and updating project design and construction schedules. Provide input to Program and Project Schedulers for cost-loaded schedules.
- Perform cost budgeting by establishing and working on and preparing the work breakdown structure; code of accounts, cashflow forecasts, performance measure baselines. Analyze and update project costs and monitor project authorities.
- Review project budget estimates against budget schedule. Establish baseline budget schedule forecasts. Monitor contingency allowances. Review/establish inflation/escalation allowance.
- Review/establish expenditures during project execution.
- Perform critical path analysis, planned value, earned value, schedule variance, schedule performance indices and schedule risk analysis, and recommend corrective action when required.
- Provide assistance in implementing a standardized project management system for the Engineering/IT Services Department.
- Prepare and process project authorization documentation, ensuring appropriate approvals are in place and subsequent financial account numbers are available to accept charges.
- Provide project control input to the Project Manager to manage the project and attend project specific meetings as required. and monitoring project authorities.
- Oversee cost control management monitoring actual costs vs. budget costs. Oversee cost control management (scope changes, claims, unidentified risk, reserves, etc.).
- Prepare, analyze, monitor and reconcile the annual budget of labor and non-labor, all financial control budget forms and goals & objectives. Investigate and prepare replies to queries for financial data.
- Demonstrates behaviours that support diversity, inclusion, and a respectful work and service environment that is free from discrimination and harassment. Helps to remove barriers and accommodate employees and customers (within their area of responsibility) in accordance with TTC's commitments and obligations under the Ontario Human Rights Code (OHRC) and Related Orders, the Accessibility for Ontarians with Disabilities Act (AODA), and TTC's policies.

## Skills

Apply analytical skills

Manage projects

Maintain documentation and historical records

Use office technology, software and applications

Apply the principles and practices of quality assurance

Perform relevant mathematical calculations and statistical analyses

## Education and Experience

- Completion of a post-secondary college diploma or university degree in a related discipline or a combination of education, training and experience deemed to be equivalent
- Certification in a relevant technical discipline and/or certification as a Project Management Professional (PMP), Business Analysis or a Master's Degree are assets

## Additional Requirements

- Technical project management skills, including:
  - requirements management and traceability
  - risk / schedule / scope management
  - time, budget and cost estimation
- Proficiency in software applications relevant to the work and area of responsibility (Microsoft Word, Excel, PowerPoint, Access, SharePoint, Microsoft Project)
- Experience working in the enterprise or department level Project Management Office specifically on: developing and monitoring the use of the project management framework and its related standards and processes; using the project management information systems to highlight portfolio issues, risks, dependencies and continuous improvement opportunities.

To find out more about the TTC and to apply online, by **September 29, 2020**, please visit [www.ttc.ca/jobs](http://www.ttc.ca/jobs), click on "current employment opportunities" and enter **Requisition ID 2722** in the search field.

We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

The TTC is committed to fostering a positive workplace culture with a workforce that is representative of the communities it serves. Committed to the principles of diversity and inclusion, the TTC encourages applications from all qualified applicants. Accommodation is available for applicants, including those with disabilities, throughout the recruitment process. Please contact Human Resources - Employment Services at 416-393-4570.

The TTC's Employment Policy prohibits relatives of current TTC employees from being hired, assigned, transferred or promoted into positions, where there is a conflict of interest due to relationship. Should you be selected for an interview, you will be required to disclose the name, relationship, and position of any relative who is a current TTC employee.