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| **Job Title:** | Operations Project Manager | **Job Holder:** |  |
| **Division:** | Canada | **Dept/Sector:** | Operations |
| **Grade:** | CC  (up to $110k CAD) | **Skill Group:** | Project Management / PMO |

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| **Job Purpose:** |
| The Operations Project Manager leads the development of SEA Canada’s operational capabilities through the implementation of systems, processes and tools. The Project Manager will be responsible for leading the development of site operational capabilities, IT systems development and site security clearance.  The Project Manager will support scoping, mobilizing and executing of projects that support the operational activities and delivery of SEA Canada.  The Project Manager shall be a skilled influencer who can maintain excellent customer relationships, both internal and external, and consistently deliver promised business results. |
| Key aspects of the role include:   * Scope and propose operational capability projects to achieve certification and security requirements, maximize site capacity and implement IT systems, such as PLM software. * Manage projects, tasks and work packages, taking responsibility for the outcomes, budget, quality and timescales. * Planning and scheduling of projects activities across internal and external delivery teams. * Organise regular meetings with project delivery teams to track progress. * Generation of a monthly project reports, including key metrics and information on project progress including financial status. * Identification, management and tracking of project risks and opportunities. * Ensuring that project documentation is correctly configuration controlled, where appropriate. * Ensuring that all assets are correctly managed with our finance team. * Drive continual improvement within projects and work packages, gathering lessons learnt and reducing waste. * Identify and propose operational continuous improvement initiatives to improvement in time, cost and quality. * Commit to personal continued professional and competence development.   Travel may be required to other SEA sites as well as customer and supplier premises both in Canada and abroad. |
| The jobholder will be expected to:   * Achieve budgets and forecasts. * Deliver on time, to required quality and within budget, consistently employing effective risk control and opportunity exploitation. * Operate in accordance with company processes and guidelines. * Proactively champion and lead the way in continual improvement. * Ensure projects are well administered and supported. * Ensure stakeholder satisfaction through clear and honest communication provided in an appropriate and timely fashion. * Actively drive the highest level of personal development, such as professional registration, or actively work towards similar level qualifications. * Understand and implement the company environmental, health & safety policy by accepting individual responsibility and responsibility for those personnel under their authority, including others who may be affected by the company’s activities. * Ensure personnel are aware of their responsibility towards H&S and are equipped accordingly. * Always set a strong personal example regarding all health and safety matters * Develop personal competence and capability within the discipline of Project Management in accordance with the guidelines of the PMI. |
| **Experience and Qualifications:**   * Experience of managing capex and IT projects * Experience of delivering operational cost base optimization projects * An excellent communicator and able to demonstrate both effective change and conflict management * Knowledge of the full range of project management competencies, including financial management, risk and opportunity management and supplier and subcontractor project management * Hold a relevant professional management qualification from a recognised body. * Experience in lean manufacturing techniques. * Project Management Professional Certification would be an asset. * Must have or be able to secure Canadian security clearance. |
| Reporting Line  The jobholder will report to the General Manager, SEA Canada |
| Job Location  The job will be located in Ottawa, with hybrid working patterns available. Typically 3 days in the office and 2 days working remotely (home or other site). |
| **Job Holder Declaration:**  I accept the purpose and key result areas of my role with SEA are as outlined above.  Signature:­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Line Manager Declaration:**  I confirm that the purpose and key result areas of this role are as outlined above have been agreed with me as line manager.  Signature:­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |