Project Manager

Are you interested in making real change by bringing your knowledge and experience to help advance drinking water, wastewater and stormwater management in Canada’s communities? Canadian Water Network convenes the right conversations with networks of experts and stakeholders from all levels of government, industry, academia and non-governmental organizations, and together with other relevant research and information, extracts insights on a variety of water issues relevant to Canadians. We communicate these evidence-informed insights in a clear, neutral, accessible way to enable decision-makers to tackle their water and wastewater management priorities. If you are a self-starter who enjoys learning and working with an enthusiastic, dedicated and committed team, you may be the right person to join CWN as a Project Manager.

The Project Manager will apply project management best practices to initiatives, projects and contracts under the direct supervision of the Municipal Program Manager. In this capacity, working independently or as part of a team, this role includes the following accountabilities:

- Manage project timelines and budgets.
- Plan project resourcing, ensuring that all participants understand expectations, goals and time commitments required.
- Identify, design and implement risk management strategies related to issues which may interfere with project success.
- Maintain project documentation and provide regular reports on progress, issues, outputs and outcomes.
- Develop external documents and reports such as technical reports, project briefing notes, memos and meeting or workshop captures.
- Communicate to the team or management regarding project plan development, status, and changes.
- Track the execution of contracts, agreements and memoranda of understanding, including budgets, deadlines and deliverables, and coordinate and complete required external reporting.
In addition, the Project Manager will:

- Develop and maintain a wide-ranging network of stakeholders including utilities, industry, academia, government and NGOs.
- Work with subject matter experts to solicit their knowledge and perspectives, and build long-term relationships.
- Lead the implementation of new initiatives, including research competitions; support advisory and working group discussions; draft requests for proposals; and identify those who may be able to partner with CWN for mutually beneficial opportunities. These may include joint agreements or partner-funded projects, workshops, webinars or meetings; and partner support or participation in CWN’s annual national Blue Cities conference.
- Support the design and development of workshops, webinars and meetings, and take a large or leading role in the design and development of Blue Cities conference content.
- Monitor existing and emerging national and regional water-related issues, regulations and research relevant to the municipal water sector.
- Summarize and synthesize information collected using a variety of tools and from sources such as surveys, interviews, expert panels, workshops, databases, online sources, peer-reviewed or technical literature, and policy or regulatory documents.

Requirements

- A Master’s degree in an environmental science, science or engineering or equivalent experience with a Bachelor’s degree in the same fields. A professional engineering designation is considered an asset.
- Three to five (3-5) years of experience in a project management role in an environmental field. PMP certification is not required, but is considered an asset.
- Knowledge of government structure (particularly municipal government); drinking water, wastewater and stormwater management; operations and policy issues.
- The ability to efficiently and effectively manage multiple priority projects with tight deadlines.
- Very strong verbal and written communication skills, particularly the ability to express complex technical concepts effectively to both technical and non-technical audiences.
- Client-service oriented — i.e., the ability to appreciate and work effectively with people from a diverse range of perspectives, professional backgrounds and expertise, recognizing that this brings richness to the challenge or situation at hand.
• Demonstrated skills in knowledge-synthesis, including the ability to discern the implications of complex and scientific information.

• Strong presentation and facilitation skills.

• Work equally well independently or as a member of a team.

• Flexibility of approach and the ability to adjust to rapidly evolving environments and conditions to function effectively and ensure continuity.

• Fluency in written and spoken French would be considered an asset.

• Must be legally eligible to work in Ontario.

This position is located in Waterloo, Ontario.

Please submit your resume with cover letter to careers@cwn-rce.ca.

The deadline for submissions is midnight (EST) on July 14, 2019. Candidates may be selected for interviews prior to this deadline.

Thank you to all who apply. Only applicants who are selected for interviews will be contacted.