



Petroleum  
Human Resources  
Council of Canada

Conseil canadien des  
ressources humaines  
de l'industrie du pétrole

## **PROJECT MANAGER**

### **PETROLEUM HUMAN RESOURCES COUNCIL OF CANADA (PETROLEUM HR COUNCIL)**

#### **CALGARY, ALBERTA**

The Petroleum Human Resources Council of Canada (Petroleum HR Council) is a national, collaborative forum that addresses human resources issues within the upstream petroleum industry.

The Petroleum HR Council requires a Project Manager to fill an exciting and challenging position. Reporting to the Senior Director, Operations and Programs, Project Managers are responsible for overseeing and coordinating the implementation of projects conducted by the Petroleum HR Council.

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## **PROJECT OVERVIEW**

### Increasing the Talent Products and Services:

The project will research and analyze the feasibility and sustainability of offering value-added services and products to augment an existing employer toolkit. In addition, the project will assess, develop and implement specific internal organizational processes to ensure readiness by the Council to deliver these products and services to the upstream petroleum industry.

## **SCOPE OF POSITION**

The Project Manager role is responsible for overseeing and coordinating the implementation of a project run by the Petroleum HR Council. Projects within the council will address one or more strategic human resource issues within the upstream and midstream petroleum industry, including but not limited to: skills development, labour market information, promoting careers in the industry, access to under-represented workforces, retention and attraction, workforce mobility, development of occupational standards, as well as training and development. This individual will act as the liaison between the industry, stakeholder committees, and consultants to manage logistics and materials for meetings as well as manage and balance project timelines, scope, quality, risks, and budget to ensure stakeholder's needs are met.

This position is managed as an employee of the Petroleum Human Resources Council of Canada through a limited term employment contract and is eligible for benefits.

## **KEY RESPONSIBILITIES**

### Project Management Responsibilities:

- Manages medium sized projects. Project tasks are not necessarily linear, and there are components of project activities that run in parallel, creating dependencies that require management. Risk identification and management is required on an ongoing basis.
- Responsible for assembling and managing teams as required through the life of the project.
- Participates in recruitment and hiring activities, including interviewing of contractors for projects.
- Responsible for all aspects of the project over entire project life, which involve initiating, planning, executing, controlling, and closing activities.
- Responsible for project plan development and management throughout life of the project, including: project charters, status reports, risk assessment plans, change requests, resource requests, stakeholder management, scope, quality, cost, schedule, and communications (in tandem with the Manager Communications where required).
- Manage project controls in terms of scope, cost, time, quality, risks and stakeholder satisfaction.
- Tracks project schedule and budget and proactively take action where necessary.
- Completes administrative responsibilities as required by project activities.
- Provides project reporting in timely fashion which includes invoice tracking.
- Manage project deliverables, which includes ensuring final copies of deliverables are maintained within Council files (hard and soft copies).
- Completes other activities as required to assist the Petroleum HR Council to implement its strategies within the petroleum industry.

### Management of Stakeholders and Service Providers:

- Coordinate communications between the consultants, other service providers and the industry committees including meeting preparation such as agendas, materials and meeting minutes.
- Participate in status update meetings.
- Liaise and work closely with the consultants throughout the course of the project and develop recommendations to address any problems that may alter the timing or scope of the project.
- Consult with the consultants, Director Project Office, as well as industry and stakeholder committees on required basis to facilitate identification and resolution of matters requiring resolution.

### Communications & Administration

- Prepare and coordinate project interim and final reports.
- Write, draft and edit all project materials.
- Draft or review all correspondence to industry by Petroleum HR Council.
- Working with the Petroleum HR Council, coordinate the delivery of administrative support requirements for projects.
- Liaise with Manager, Communications on all communication activities or as outlined within the project Communications plan.
- Participate in hiring and drafting of contracts for consultant services and subsequent management of consultants.
- Manage contracts and consultants as well as in-kind contributions.
- Ensure reporting requirements are met and maintain electronic and paper records.

- Ensure the payment of all invoices pertaining to project activities and that they meet expenditure guidelines established by Human Resources and Social Development Canada (HRSDC) and/or Treasury Board.
- Work with the Petroleum HR Council to ensure payments to service providers within agreed upon timelines.

## **RELATIONSHIPS**

There is a high level of contact with the industry and stakeholder committees, consultants, and HRSDC analysts within this position.

## **EDUCATION AND EXPERIENCE**

Relevant post-secondary education, preferably a university degree and:

- Preference given to individuals with a Project Management Certificate from a PMI recognized institution, or to individuals with a PMI designation (CAPM or PMP), or equivalent work experience (3 – 5 years experience in project management and has an undergraduate degree, otherwise 4 – 5 years experience in project management).
- Experience in the petroleum industry (management, human resources, or policy planning) is preferred.
- Experience working with teams and committees and developing processes to contribute to their effectiveness.
- Experience working with development of communication and marketing plans and materials.
- Understanding of sector councils an asset
- Bilingualism (English and French) an asset

## **KEY SKILLS AND APTITUDES**

- Must have working knowledge of project processes as outlined in the PMBOK.
- Strong ability to manage scope, schedule, budget, risks, and quality.
- Strong problem solving skills
- Strong team building skills.
- Computer literacy – Microsoft Office products.
- Strong communication skills, oral and written, with the ability to tailor communications to different audiences appropriately.
- Ability to work collaboratively.
- Is results-oriented and is persistent in resolving issues.
- Excellent planning and organization skills with strong attention to detail.
- Accepts ownership of issues and able to delegate authority appropriately.
- Has a positive attitude and shows initiative.
- Works accurately under tight deadlines.
- Is willing to escalate issues appropriately.

## **THE PETROLEUM HR COUNCIL'S COMMITMENT TO ITS EMPLOYEES IS TO PROVIDE:**

- An opportunity to have an impact in creating a valued change within a national industry.
- An opportunity to have accountability for the organization's performance and achievement of results.

- An opportunity to learn and develop new skills through a variety of work within a dynamic work environment.
- An opportunity to work with a team of dedicated, high-performing co-workers.

### **REFERENCES**

Please provide two references that are able to communicate demonstrated competencies relevant to the above listed skills and aptitudes.

### **APPLICATION DEADLINE**

Applications are due by **4:00pm (MST) Monday, July 19, 2010** and should be emailed to [info@petrohrsc.ca](mailto:info@petrohrsc.ca).

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