

The Home Construction Regulatory Authority (HCRA) is a private not-for-profit corporation designated by the Government of Ontario, that is the regulatory authority responsible for licensing of Ontario's new home builders and vendors. HCRA fosters improved home quality and homebuyer confidence in the home building industry through modernized licensing standards, education and compliance, providing increased consumer protection through enhanced regulatory measures. To learn more about HCRA please visit www.hcraontario.ca.

Project Manager

HCRA is seeking a professional with experience in Microsoft Dynamics CRM or similar projects to fill the full-time role of **Project Manager**. Reporting to the Director, Information Technology/Information Management, you will:

- lead strategic development projects, primarily involving our Microsoft Dynamics CRM and Portal platform, while also supporting the planning, scoping and approval of other initiatives across the HCRA.
- at project initiation and throughout, collaborate with appropriate Business, IT and 3rd party stakeholders to confirm the problems to be solved, expected outcomes and deliverables.
- continuously liaise and develop strong and positive relationships with stakeholders.
- manage change, issues and risks proactively, providing oversight and monitoring of project progress, milestones and deliverables while considering change management, issues management and risk mitigation strategies.
- develop and recommend project management tools, standards and guidelines, based on your experience or leading practices.
- provide leadership, motivation and direction to internal and external project teams and third-party vendors.
- assign deliverables, tasks and activities and continuously monitor and control resources, schedules and plans.
- conduct post-project evaluations to identify successful and unsuccessful project elements and document 'lessons learned'.
- prepare reports, briefs and correspondence, related to major HCRA projects, issues, risk and mitigation strategies, providing recommendations, accurate information and advice to senior management.

Successful candidates will demonstrate the following:

- ✓ Completion of postsecondary education or equivalent work experience in Information Technology.
- ✓ A minimum of five years of progressive project leadership experience.
- ✓ Experience working with 3rd party providers and/or external stakeholders.
- ✓ Formal project management or equivalent accreditation.
- ✓ Strong knowledge of project management principles and best practices and experience with Agile methodology.
- ✓ Strong familiarity with project management software tools.
- ✓ Proven ability to complete projects according to outlined scope, budget, and within timelines.
- ✓ Strong relationship building skills and the ability to negotiate and resolve conflicts solve project problems/issues creatively.

How to Apply

To apply, please forward your resume and cover letter to HR Associates (our recruitment partner) at hcra-pm@hrassociates.ca by April 8, 2022. If you have questions, please contact Mayra Perez at 416-237-1500 ext. 236. For more information about HCRA or to view other career opportunities, please visit www.hcraontario.ca.

HCRA will offer a competitive compensation package including benefits and a defined contribution pension plan.

We thank all external applicants for their interest, however, only those selected for further consideration will be contacted. Accommodation, if required, will be provided throughout the hiring process in accordance with the Ontario Human Rights Code.

HCRA IS AN INCLUSIVE EMPLOYER.

