



Competition: 21-01 Portfolio and Resourcing Analyst, Corporate Project Management Office
Position Type: Full-Time Permanent, (Excluded), [Internal/External Posting]
Classification: Pay Group III
Salary Range: \$56,700.00 – \$81,016.00
Closing Date: Open until a suitable candidate is found.

Alberta Pensions Services (APS) is made up of hardworking, respectful and talented individuals who understand and invite diversity into their workplace. Our employees bring financial, business, communications, technology and client service expertise to the table every day.

To attract and retain employees of the highest calibre, we strive to focus on the people who make the business successful. By incorporating engagement activities throughout the year, we continue to strengthen our corporate culture and maintain a positive work environment for our employees.

APS is recruiting for a **Portfolio and Resourcing Analyst**.

Reporting to the Director, Corporate Project Management Office (PMO), the Portfolio and Resourcing Analyst is responsible for performing a series of activities in direct support of the project portfolio and contract resource management function along with vendor contract management. Primary activities include process management, portfolio management, data analysis, resourcing/contractor management and reporting.

The Portfolio and Resourcing Analyst works with PMO staff, business stakeholders and IT staff to manage the project intake process, provide input around capacity planning, provide transparency into the health, spend and strategic alignment of the portfolio and support the annual planning process. This role will train and educate stakeholders on intake and capacity management procedures and ensure team members execute in compliance with standards.

This position is also accountable for the development and communication of portfolio metrics that represent portfolio performance. The incumbent will support and maintain the development of status reporting standards and metrics and will oversee the holistic reporting of the PMO's portfolio of projects. Key metrics include budget health, schedule health, major risks and mitigation strategies, tempo of new project intake rates, in-progress initiatives and resourcing.

Additionally, the Portfolio and Resourcing Analyst will assist in the review, tracking and securing (onboarding and off-boarding) of contract resourcing in support of PMO managed projects.

Qualifications:

- University degree with four years of directly related experience, or a diploma with a minimum of six to eight years of directly related experience, or a certificate and a minimum of nine years of directly related experience.
- Three to six years of relevant experience in roles requiring project and portfolio management, resource and risk analysis, financial project management and metrics reporting.
- Three or more years of experience in IT positions or relevant business area (technology management, portfolio management, project or program management, resource management, financial analysis). Experience in a portfolio management role is preferred.
- Two to four years of project portfolio experience in an information services or technology organization.
- Certified associate project management (CAPM) or project management professional (PMP) certification is highly preferred.

Knowledge:

- In-depth knowledge of corporate operational processes, guidelines and policies.
- Clear understanding of APS' five-year strategic objectives and three-year business plan.
- Practical understanding of the design and applications of APS' operating systems.
- Understanding of APS' privacy and risk analysis frameworks.
- Strong business acumen, specifically with cost/benefit analysis methods.
- Familiarity with industry best practices regarding business processes and delivery of pension services.
- Diverse knowledge of APS' core business and supporting business functions, as well as critical inter-dependent business processes of varying complexity and designs.

Skills:

- Extensive analytical, problem solving, organizational and evaluation skills.
- Excellent written and verbal communication as well as facilitation skills for communicating with levels of staff.
- Strong interpersonal skills coupled with the ability to communicate effectively with staff with varying degrees of IT or project expertise and effectively clarify and address program and system requirements.
- Strong leadership and conflict resolution skills.
- Ability to identify sub-optimal business processes and use process simplification methods and/or technology to improve them.
- Well-developed research, statistical and financial analysis skills.
- Good consultative skills to effectively liaise with technical and non-technical customers.
- Solid process performance management knowledge.
- Working knowledge of PPM software, preferably Microsoft Project Online.
- Intermediate knowledge of Microsoft applications (Word, Excel, Visio, PowerPoint, SharePoint, Microsoft Project Professional, Microsoft Project Online, Power BI).
- Solid understanding of project and portfolio management, including knowledge of various project methodologies and governance process, such as stage-gate.
- Creative problem-solving to propose innovative solutions that effectively balance cost and risk while also addressing the problems posed by the business.

Abilities:

- Leads and works effectively in a team as required.
- Manages vendor relationships and set delivery expectations.
- Demonstrates tact and discretion in preparing, disclosing and handling information of a confidential, controversial and sensitive nature.
- Effectively facilitates group discussions.
- Evaluates information gathered from multiple sources and distinguishes solution ideas from requirements.
- Effectively negotiates with business divisions and departments within APS.
- Uses mature independent judgement when completing activities, operates under minimum supervision and makes sound decisions.
- Consults well with others to achieve agreement on actions required.

- Manages stress in an environment with high expectations, tight deadlines, limited budgets and changing priorities.
- Proactively identifies, manages and mitigates risks associated with the delivery of services.
- Researches best practice methods, standards and techniques and makes recommendations on their implementation with an emphasis on continuous improvement.
- Understands complex issues, analyzes issues and develops recommendations to address issues, while adhering to standards, regulations and policies.

APS offers a comprehensive and flexible [benefit package](#).

How to Apply:

If you are interested in this position, please submit your resume to Human Resources at recruitment@apsc.ca. Each submission needs to clearly indicate the **competition number** of the position you are applying for.

Please Note: If you are submitting a resume for multiple positions, please send a separate submission for each competition. The successful candidate(s) will be required to undergo a security screening as a condition of employment. This job posting may be used to fill current and future vacancies within APS at the same or lower classification.

Thank you for your interest in Alberta Pensions Services Corporation (APS). Only those candidates selected for interviews will be contacted.