



# Manager, Project Management Office

Projects Division  
Full-Time Indeterminate Position

## About Us

SNOLAB is an international facility for world-class underground physics research and has an expanding programme in astroparticle physics and underground science. Located in an air-conditioned clean room 2 km underground in the Vale Creighton Mine near Sudbury, Ontario, with a suite of surface facilities and laboratories, SNOLAB is currently preparing for the next generation of experiments focusing on neutrino studies and the search for galactic dark matter.

## The Position

The Manager of the SNOLAB Project Management Office develops and manages a professional Project Management Office (PMO) to support the Director of Projects and the other divisional directors, in the development of the SNOLAB facilities and experimental projects. Using the SNOLAB Project Lifecycle framework, the PMO Manager will establish and maintain project management procedures, workflows, and documentation standards in alignment with current PMI methodologies, SNOLAB pan-divisional requirements and industry best practices. Additionally, the PMO Manager is accountable for the performance of the PMO through established KPIs that measure the success and efficiency of projects completion. The PMO Manager will recruit, train, develop, and manage all PMO staff and allocate these resources appropriately to assigned projects based on established priorities.

The successful candidate will require:

- The ability to lead a team in order to create and develop a skilled and effective PMO;
- Strong organization, documentation, and project management knowledge to create project processes, workflows, controls, documentation and standards;
- The ability to communicate both orally and in writing with scientists, SNOLAB management, project managers, engineers, technicians, and vendors to achieve quality-oriented outcomes;
- Ability to understand and manage risks to budgets, schedules, people, and equipment;
- Ensure projects meets both scientific specifications and all regulatory requirements;
- Plan SNOLAB and external resources to deliver SNOLAB projects and PMO KPIs;
- Interact and coordinate with counter-parts at other national and international labs;
- National and international travel as required.



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☎ 705.692.7000 🌐 [www.snolab.ca](http://www.snolab.ca)

## Criteria

### Education:

A B.Eng. or B.S. degree in a relevant engineering OR science discipline such as physics, engineering physics, chemistry, or a closely related discipline is required;

Certified as a Professional Engineer of Ontario and/or an accreditation as Project Management Professional is an asset;

Additional designations/certifications or advanced degrees are considered valuable and will be assessed further if minimum education criteria are met.

### Experience:

Experience as a project manager or demonstrated ability to lead project planning and delivery;

Demonstrated experience managing multidisciplinary teams in a project or scientific setting;

Experience creating and implementing PM processes, procedures, workflows, and documentation a considerable asset;

Experience working within a research environment is a strong asset;

Experience using earned value management, cost and change control is an asset.

### Salary Range

Salary will be determined by qualifications and experience and includes an attractive benefits package. Relocation assistance will be determined in accordance with SNOLAB policies.

### To Apply

All applications must be submitted to [jobs@snolab.ca](mailto:jobs@snolab.ca). **Please do not fax or mail your applications.** By applying to the e-mail address, your application becomes available to managers immediately. Interested candidates should include a cover letter and resume.

### Closing Date

The posting will remain open until the position is filled, but a review of applications will commence on **November 12, 2020.**

SNOLAB thanks all applicants for their interest, however, only those candidates considered for an interview will be contacted.

SNOLAB is committed to equity in employment and encourage applications from all qualified applicants, including women, Indigenous persons, members of visible minorities and persons with disabilities. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

SNOLAB will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs.

Further information about SNOLAB may be found at [www.snolab.ca](http://www.snolab.ca)

**Posting Date: October 22, 2020**



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