

**Position Title:** Project Portfolio Manager  
**Employment Type:** Full-time  
**Reports to:** CEO  
**Last Revised:** January 4, 2021

## Job Summary

Reporting to the CEO, the Project Portfolio Manager will oversee and manage projects that provide customized solutions for members that are facing a heightened level of regulatory supervision, in order to strengthen their business practices. Working with member credit unions and external stakeholders, the Project Portfolio Manager will be accountable for managing projects that span multiple subject matter areas such as: governance, risk mitigation, retail and commercial lending and regulatory compliance. The role will work closely with member credit unions to influence and address their remediation needs and processes, providing leadership, guidance and industry expertise. Critical activities in this role include managing the execution of multiple projects, ensuring accountability is appropriately assigned, coordinating and monitoring of activities and achievements, maintenance of schedules and monitoring of costs and reporting all based on best practices, industry standards, and regulatory requirements.

## Key Responsibilities

### **Project Management (for specific credit union engagements):**

- Develop, track and report on project status, achievements and tasks in close collaboration with assigned teams; Lead and influence cross-functional project members (internal and external) to ensure timely project execution.
- Communicate project strategy, updates, escalation of risks/issues to multiple levels of management, including executive leadership teams and member credit union Management.
- Work with regulatory bodies, professional organizations, and industry experts to facilitate the timely and cost-effective delivery of the appropriate scope of projects in the best interest of the Credit Union.
- Coordinate stakeholders to create consensus on requirements which will be translated into action plans. Facilitate documentation of these requirements. Ensure projects remain aligned to business strategies and requirements with consideration of sustainability of solutions and ongoing risk mitigation.
- Set appropriate expectations, priorities and context for project team members (objectives, strategies and policies, accountabilities, tasks, budget and programs, compliance and performance targets, expectations for continuous improvement, feedback for future development, documentation etc).
- Demonstrate business acumen by translating regulatory technical requirements into business objectives.

- Manage and motivate staff, stakeholders and contractors on projects to deliver project methodology results within budget and schedule.
- Build team alignment amongst Stabilization Central staff, with member credit unions, stakeholders and contractors with diverse backgrounds many of whom will be working together for the first time, for during the duration of a project.
- Facilitate a collaborative teamwork environment that supports and values diversity and is free from harassment.
- Provide progress reports to CEO and stakeholders at significant stages of work development.
- Monthly reporting to BC Financial Services Authority and quarterly reporting to the Stabilization Activities Committee of SCCU's Board of Directors on the project portfolio.

**Portfolio Management (for the portfolio of credit union engagements):**

- Manage several small to mid-size projects while estimating, planning and overseeing entire program of in-scope projects being implemented by other stakeholders.
- Contribute to the development future planning by providing recommendations related to process improvements, best practices, future needs, new functions, system evolution and sustainment of the best practices, industry and technology supporting member credit unions.
- Create and maintain a project library and coordinate the collection and filing of project documentation for audit and continuous improvement purposes utilizing Project Management best practices.
- Partner with internal teams to prioritize projects aligned to a long-term strategic enterprise roadmap and establish appropriate KPI's and dashboards to improve business performance.
- Develop trusted relationships with partners, stakeholders and team members to help develop portfolio strategies and action plans that enable business success.
- Other related duties as required.

**Position Competencies**

- Customer service focused, strategic thinker and demonstrated problem-solving approach that offers creative alternatives to address dynamic business needs.
- In-depth working knowledge of credit unions, banking and financial services industry.
- Problem solver with demonstrated ability to lead multiple stakeholders (Internal and External Team Members) in the resolution of problems.
- Results orientated, driven to achieve personal and team objectives.
- Demonstrated ability to improve the efficiency of business processes with both technology and process improvement methodologies.
- Demonstrated ability to achieve results through influence as opposed to authority.

- Demonstrates sound judgment and discretion in dealing with confidential issues and information.
- Exceptional written and verbal communication skills.
- Advanced computer proficiency and skills.
- Resourceful, reliable and has a high degree of organizational skills.
- Builds and maintains positive working relationships with a demonstrated ability to coach, guide and lead a team of individuals.
- Seasoned project management skills with demonstrated project execution success.
- Mental and personal agility to effectively deal with ambiguity and change.

### Preferred Qualifications

- University Graduation or Professional Certification in Finance, Commerce, or related discipline.
- Project Management Designation and/or related experience.
- Ten (10) years combined related experience, with at least 3 years in a leadership role.
- An equivalent combination of relevant education and experience may be considered.

### About Stabilization Central

*Stabilization Central Credit Union's mandate is to help protect B.C.'s credit union system. Prevention, through early monitoring, helps SCCU identify and assist credit unions facing governance, operational, or financial challenges. Stabilization Central's aim is to reinforce our commitment to help strengthen and solidify the viability, stability and prosperity of BC credit unions.*

*We are an organization that knows the value of talented people. A career at Stabilization Central is an opportunity to be part of a collaborative, nimble and inclusive team that is focused on partnering with and serving its customers, the credit union system of British Columbia. You can expect a competitive salary, comprehensive benefits and a challenging work environment.*

*Stabilization Central Credit Union is an equal opportunity and living wage employer and invites applications from all qualified candidates.*