Analyst III, Agile Web Project Manager

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Professional and Managerial Group

Analyst III, Agile Web Project Manager

Computing and Communications Services (CCS)

Temporary full-time from July 5, 2019 to July 2021

Hiring #: 2019-0234

Please read the Application Instructions before applying

Computing and Communications Services (CCS) is the central IT department at the University of Guelph, providing core IT services and technology solutions to the U of G community. CCS has a progressive organizational culture, including a strong learning and development focus, and is committed to its Core Values: Service Culture, Integrity, Individual Leadership, Teamwork, Agility, and Communication.

CCS Web and Development Solutions offers website, web hosting, and digital accessibility services to the University of Guelph community. The flagship service is a branded, accessible, standardized website platform based on the Drupal content management system. The service powers more than 100 campus websites, and over the coming years we will refresh the brand, improve the platform to meet the increased AODA requirements that take effect in 2021, and upgrade to the latest version of Drupal using modern agile and develops practices.

Reporting to the Manager, Web and Development Solutions, CCS, the successful candidate will lead the agile project management process for this and other web related services, including responsibility for:

- Project planning including defining project scope, goals and deliverables, budget documentation and schedules, all with a focus on delivering value regularly and continuous improvement
- Project management activities including sprint planning, backlog grooming, people/team facilitation, communicating status updates, monitoring and mitigating risk and changes, and scope, time and cost management
- Project owner and business analysis activities including eliciting and documenting user stories, acceptance criteria, and managing the product backlog
- Building and maintaining a positive relationship with the team by promoting empowerment, engagement, a sustainable pace of work, and continuous improvement
- Developing relationships with many client stakeholders throughout the university and demonstrating regular, high-quality value delivery

The following skills and experience will set a candidate apart:

- Previous experience in a higher education institution with demonstrated leadership and highly developed skills in collaboration, communication and time management
- Previous experience delivering solutions using the Drupal content management system
- Previous experience delivering accessible web solutions in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Web Content Accessibility Guidelines (WCAG) 2.0
- PMI or other project management certification
- IIBA or other business analyst certification

Requirements of the position include:
• Bachelor’s degree in Computer Science/Information Technology or related field and several years of related work experience or a combination of education and experience
• Previous experience leading agile project management processes and managing product backlogs
• Strong interpersonal skills (oral and written) with ability to work effectively with both business client and technical team members.

Classification P04
Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

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