

Careers at the AESO

As an independent system operator, the AESO leads the safe, reliable and economic planning and operation of Alberta's interconnected power system. The AESO also facilitates Alberta's fair, efficient and openly competitive wholesale electricity market, which in 2010 had about 175 participants and approximately \$5 billion in annual energy transactions.

Project Manager-Operations

Position Summary

The Operations Project Manager plans, manages and assists in allocating resources, coordinates interactions with internal and external stakeholders and ensures that Operations effectively moves through the project lifecycle and process gates while meeting required deliverables and milestones. The Operations Project Manager also establishes a set of practices that ensure the integrity and quality of the Operations deliverables and outcomes.

Accountabilities and Responsibilities

- Oversees the entire project cycle for Operations from project approval to project closure
- Develops project plans for Operations deliverables and integration that is in line with overall project scope, within the approved constraints
- Forecasts, plans, manages and allocates Operations project resources, sets priorities, proactively identifies resource constraints, coordinates interactions with stakeholders, and keeps the project team focused;
- Completes and manages project activities using an industry standard project management process and approach to ensure a consistent approach to project completion with other projects within the organization
- Identifies and manages Operations project dependencies and ensures project deliverables are on time, on target, and within the budget
- Acts as the liaison between Operations and AESO stakeholders by providing clear and constant communication about all Operations deliverables
- Develops communication plans to ensure adequate reporting to project team members and stakeholders
- Manages, communicates and documents changes to project scope, cost and schedule as they pertain to Operations to ensure that Operations leadership and stakeholders are well informed of changing circumstances through the project life;
- Establishes a set of project delivery checkpoints and evaluation methods to ensure a high level of quality of project deliverables and Operations tasks
- Efficiently and competently manages problems as they arise that cause changes to the project plan due to scope creep, changing requirements, missed deadlines etc. by working with stakeholders to modifying the project plan as required
- Organizes regular project status meetings to identify issues, risks, action items and decisions made, ensures actions are executed;

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- Ensures Operations is represented on all project risks by identifying, analyzing, prioritizing and mitigating risks through the program/project risk register;
- Ensures that risks are communicated regularly to all relevant project stakeholders;
- Identifies and facilitates the resolution of project issues, and where required, escalates issues to a more senior level for resolution;
- Ensures proper transition of support has occurred for Operations, and production handover documentation has been completed.
- Participates in identifying project management and project delivery improvements through the Operations Project Delivery team and actively works to implement these improvements;
- Assists in providing mentoring, training and development of staff in project management as per AESO's rules and industry regulations.
- Ensures stakeholder expectations are met and exceed in terms or quality of product and service delivered

Education

- Ideally, a Bachelor's degree in a business, engineering or related field), an acceptable combination of education and experience may be considered
- Project Management certification or working towards preferred (PMP) would be considered an asset

Knowledge, Skills, Abilities and Experience Required

- 5+ years of hands-on project management experience;
- Solid understanding of project delivery methodology is required;
- Excellent oral and written communication skills, is comfortable working with both business users and technical specialists and has a demonstrated ability in negotiation;
- Extensive experience using the Microsoft Office suite to produce project deliverables;
- A practical, adaptable, innovative, collaborative approach to resolving issues;
- Able to prioritize and manage multiple responsibilities in parallel.
- Ability to work effectively on several projects at the same time.
- Must be able to work effectively without direct supervision in a high stress team-based environment.
- Well developed understanding of information technologies.
- Must be able to adapt to an ever-changing environment
- Ability to identify, analyze, resolve problems and make clear decisions during times of high stress.
- Knowledge of the Alberta Interconnected Electric System, NERC and ARS would be an asset

If you are interested in the above position, please email your resume in confidence to careers@aeso.ca in order to be considered.

The AESO is unable to accept unsolicited agency resumes. Any resumes submitted become the sole property of the Alberta Electric System Operator.

The AESO would like to thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.

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