



Position: Program Reporting Analyst
Term: 1-Year Contract (Parental Leave Coverage)
Location: Toronto, Ontario, Canada
Reporting to: Director, Program and Cost Management

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in design, real estate development, and leading technology infrastructure. Working with stakeholders, and with public and private-sector partners, Waterfront Toronto creates neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

The Opportunity: Program Reporting Analyst

Waterfront Toronto is seeking a Program Reporting Analyst to support the Program Management Office by executing and managing processes and controls to allow Project Managers to successfully deliver design and construction projects in a timely, risk adverse and cost-effective manner.

Key responsibilities:

- Manage monthly project reporting cycle including review, analysis and quality control of the monthly project status reports and provide ongoing analysis of program performance.
- Scrutinize monthly project status reports and validate performance results to ensure accuracy and adjust as necessary.
- Ensure the usability of reporting and performance measurement data by monitoring it for completeness, timeliness and accuracy, investigating and resolving data quality issues, identifying quality improvements, and maintaining reporting data definitions and usage rules.
- Participate in discussions with internal and external stakeholders to identify reporting needs and propose improvements.
- Support Program and Cost Management Director manager by collecting and providing information related to project execution, percentage complete, estimated cost and budget of each project. Support the development and management of the program governance framework.
- Maintain version control and conduct period reviews of program management processes, guidelines, and templates to ensure they are current and relevant.
- Create new program management processes, guidelines, and templates as required.
- Support preparation of approval and reporting documents related to capital approvals, implementation strategies, project risk management, monthly/quarterly reports including recommendations.
- Act as key liaison between the PMO and finance department relating to capital project budgets and capital approvals.
- Collaborate with IT department to ensure system functionality is aligned with business processes for projects reporting at different stage fates and that workflows are user friendly and efficient.

Skills and Qualifications:

- 3+ years relevant experience in Project Management preferred.
- Post-secondary degree in Economics, Engineering, or Project Management, or equivalent in relevant experience.
- Demonstrated knowledge of project management principles and techniques, preferably with PMP training.
- Experience with Business analytics, power BI, business intelligence and modern large ERP systems.
- Experience with KPI/performance measurement frameworks/dashboard reporting.
- Strong interpersonal skills with the ability to work effectively with large, multi-disciplinary teams.
- A problem solver with proven negotiation skills to work collaboratively with key stakeholders in issues resolution ensuring support and consensus.
- Excellent time management and organization skills with a strong attention to detail.
- Excellent verbal and written communication skills to build and maintain effective working relationships with key stakeholders and partners.

Salary: We offer a competitive salary.

Other considerations:

During this time, Waterfront Toronto is operating in a hybrid work environment with employees currently required to work at least two days per week in the office for collaboration and engagement, with the option to work remotely for the remainder of the week. In addition, Waterfront Toronto has a mandatory COVID-19 vaccination policy that requires all staff and visitors to the office, including prospective new employees, be fully vaccinated by a Health Canada approved COVID-19 vaccine. Individuals with valid medical or other human rights-based exemption will be considered for appropriate accommodation within the policy.

Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: careers@waterfrontontario.ca quoting **File #22-23**, no later than **July 27, 2022**.

Please indicate in your cover letter how you learned about the job posting and include the specific site or network.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs.