



100 John West Way  
Aurora, Ontario  
L4G 6J1  
905-727-3123  
aurora.ca

Town of Aurora

## Employment Opportunity

Corporate Services

Division of Human Resources

### Consultant, Project Management Office (PMO)

**Permanent, Full-Time**

**\$86,395.13 to \$107,993.91 annually**

Reporting to the Manager, Project Management Office and Business Transformation, the Consultant, PMO is responsible for planning, co-ordinating and reporting on various continuous improvement projects for the Office of Project Management and Business Transformation by applying project management methodologies and supporting the analysis, evaluation and implementation of project plans and activities.

To be considered for this exciting opportunity, completion of an Undergraduate degree or higher, in Project Management, Engineering, Business Studies, Public Administration, or other related field, or a combination of relevant background experience is required. Incumbents actively working towards or acquired PMP (Project Management Professional) or related certification is considered an asset.

You possess a minimum of five (5) years experience of actively managing projects and/or programs, using a formal methodology with demonstrated experience and successful track record in leading effective project teams in broad corporate initiatives and best practices approach to service delivery. You have demonstrated ability in project management experience through planning, coordinating, designing, executing, controlling and reporting complex, multidisciplinary projects in a municipal environment.

You have excellent oral, presentation and written communication skills with the ability to effectively communicate information to a variety of audiences. Excellent interpersonal, organizational, problem solving and analytical skills, coupled with the ability to prioritize activities to successfully meet competing deadlines. Proficiency in the use of general computer software such as Microsoft O365 including MS Project, Excel, Powerpoint is required.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants own cost.

All Town of Aurora employees are required to disclose their vaccination status and be fully vaccinated as a condition of hire in accordance with the Town's Mandatory COVID-19 Vaccination Policy.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: [hr@aurora.ca](mailto:hr@aurora.ca) by **May 19, 2022** quoting the job title and reference number **22-58**.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Posting date: May 5, 2022  
Job ID# 22-58