



Overview

As we move through a period of exciting transformation and organizational change, Professional Engineers Ontario (PEO) has an immediate opening for a **Project Manager** to join the Program Management Office team.

Under the authority of the Professional Engineers Act, PEO licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multidisciplinary staff of over 100, PEO's vision is to lead regulation, inspire excellence and thriving communities.

Position Summary

Reporting to the Manager, Program Management, the Project Manager is responsible for the end-to-end planning, execution, and delivery of projects within PEO's Operational and Strategic Plans. The role bridges the gap between business needs and technical solutions, ensuring project goals align with organizational and Council-directed objectives. The successful candidate will coordinate cross-functional teams, manage timelines and risks, engage stakeholders, and lead the reporting of PEO's 2026–2030 Strategic Plan. This role requires exceptional project discipline, strong communication skills, and experience navigating complex regulatory or public-sector environments.

Responsibilities

Project Planning & Delivery

- Lead end-to-end project planning, delivery, and reporting across all phases — from requirements definition through design, development, and implementation.
- Prepare project plans including schedules, cost estimates, staff resource requirements, and third-party resource plans.
- Manage project risks, issues, dependencies, and change requests; document mitigation steps and communicate outcomes to project teams and stakeholders.
- Determine and maintain appropriate project documentation (communication plans, timelines, status reports, closure summaries, budget, risk plans, etc.) in accordance with PMO standards.
- Direct and coordinate activities of internal and third-party project personnel to ensure projects remain on schedule, in scope, and within budget.
- Own the change order process with vendors, including determining the need for new Statements of Work or Change Orders as required.
- Ensure projects adhere to quality control standards such as project change orders, reporting, and issues tracking.

Stakeholder Engagement

- Coordinate with Registration, Licensing, Legal, Communications, HR, Policy, IT, and all other departments as required.
- Collaborate with IT staff to ensure business requirements align with solution architecture and design.
- Facilitate workshops, working groups, and consultations with internal and external stakeholders.
- Liaise with clients and internal staff to facilitate the design of solutions and deliver engagements to meet varied organizational needs.



- Engage senior leadership including the executive leadership team and external advisors as needed; prepare and present formal and informal presentations.

Reporting & Governance

- Prepare project status reports, dashboards, and presentations for the PMO, Senior Executives, and Council, including monthly updates and support for the CEO/Registrar's Report published five times per year.
- Lead reporting on PEO's 2026–2030 Strategic Plan; support development and regular review and updates of project scorecards.
- Assist with gathering, analyzing, and documenting business and functional requirements.
- Support readiness activities for project launch and implementation.

Other duties as assigned.

Specialized Skills and Knowledge

Required Skills

- 3-5 years of project management experience, preferably in public sector, regulatory, or professional association environments.
- 3-5 years of experience communicating with senior-level executives and cross-functional stakeholders.
- Demonstrated ability to deliver complex, multi-stakeholder projects on time and within scope.
- Experience managing projects with both business and technical workstreams, acting as liaison between IT and business units.
- Strong knowledge of project management methodologies (Waterfall, Hybrid, and Agile).
- Excellent communication, facilitation, presentation, and consensus-building skills.
- Strong analytical, documentation, and problem-solving skills with keen attention to detail.
- Ability to manage competing priorities in a high-complexity, fast-paced environment.
- Ability to work effectively with teams and stakeholders where no direct reporting relationship exists.
- Experience overseeing technology-enabled projects, including solution design, configuration, testing, and rollout.
- Proficiency with Microsoft Office and project management tools (e.g., Microsoft Project, Azure DevOps, Visio, Power BI, Smartsheet).

Education & Qualifications

- Relevant post-secondary degree in Business Administration, Information Technology, or a related field.
- Project Management Professional (PMP) certification is required.

Preferred / Asset Skills

- Experience with competency-based assessment programs or workforce development initiatives.
- Familiarity with PEO, Canadian engineering licensure, or regulated profession frameworks.
- Experience supporting organizational change management, training, or user adoption activities.
- Experience developing or implementing programs, services, or processes in a public-sector context.

Anticipated Salary

The expected annual salary for this position is \$90,000 - \$100,000.

Vacancy Status



This is a vacant role within the organization.

Application Deadline

If interested in this role, please forward your **resume and cover letter** to peocareers@peo.on.ca by Tuesday, July 21, 2026.

Disclaimer: The selected candidate will be subject to a background check as part of the hiring process.

At PEO, we recognize that our people are our best asset, including employees from diverse backgrounds and perspectives. We know life isn't linear so there may be gaps or 'nontraditional' employment and we welcome applications from everyone. Accommodation is available upon request for candidates in all phases of the selection process.