

PROJECT COORDINATOR

The Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB) is the independent regulator of petroleum-related activities in the Canada-Newfoundland and Labrador Offshore Area, on behalf of the federal and provincial governments. Created in 1986 through the Atlantic Accord and its implementing legislation, the C-NLOPB provides regulatory oversight of operator activities in the areas of health and safety, environmental protection, resource management and Canada-Newfoundland and Labrador benefits. On April 5, 2022 governments announced their intention to modernize the organization's mandate to include the regulation of activities related to offshore renewable energy development.

Reporting to the Director of Regulatory Coordination, Planning and Innovation, this new position will lead the planning and coordination of digitalization projects in support of organizational innovation and modernization. Responsibilities of the **Project Coordinator** will include:

- Coordinate and facilitate the implementation of digitalization projects involving multi-disciplinary project teams and external vendors;
- Collaborate with project teams to create implementation plans including schedules, tasks, key timelines, deliverables and risk registers;
- Create, maintain and deliver administrative and project management documentation and functions in support of project implementation and oversight;
- Track project implementation and work with the project team to proactively resolve issues, manage risk and timelines;
- Manage Statements of Work and associated Change Requests;
- Effectively communicate project information to project teams and management;
- Support business analyst functions, including business requirement assessments, associated documentation and vendor communications;
- Manage data and generate analytics in support of work planning; and
- Other duties as required.

Qualified applicants possess a Bachelor's degree or equivalent educational background along with experience in a related field. Candidates must demonstrate excellent communication, organizational and analytical skills, as well as the ability to work with minimal supervision in a fast-paced team environment. Direct experience in the full life-cycle assessment and implementation of complex multi-disciplinary projects and a strong understanding of project management methodologies would be assets, as would Project Management Professional (PMP) Certification.

Interested persons may submit an application by March 15, 2023 to:

Human Resources Manager
Canada-Newfoundland and Labrador Offshore Petroleum Board
240 Waterford Bridge Road
The Tower Corporate Campus – West Campus Hall, Suite 7100
St. John's, NL A1E 1E2
E-mail: careers@cnlopb.ca

Any personal information you submit to the C-NLOPB in support of an application for employment is protected under privacy legislation. Our complete Privacy Statement and further details about the C-NLOPB can be accessed on our website at <http://www.cnlopb.ca>.

The C-NLOPB is an equal opportunity employer and values a diverse workforce.