

Job Title Project Manager
Reference 37936
Faculty/Unit Western Libraries
Department Office of the Vice-Provost & Chief Librarian
Appointment Type Contract
Appointment Status Temporary Full-Time



Classification & Regular Hours

Hours per Week: 35

Salary Grade: 16

Please note, this is a 2 year temporary full time contract opportunity with benefits.

About Western

Since 1878, Western University has been committed to serving our communities through the pursuit of academic excellence and by providing students, faculty, and community members with life-long opportunities for intellectual, social, and cultural growth. We seek excellent students, faculty, and staff to join us in what has become known as the "Western Experience" - an opportunity to contribute to a better world through the development of new knowledge, new abilities, new connections, and new ways to make a difference.

About Us

Western Libraries is committed to excellence: anticipating information and service needs related to the University's goals for research and scholarship, teaching and learning, and service to our university community and key partners. Our staff engages the Western academic community in the development of new services and continuously strives to exceed the expectations of our diverse user groups.

Responsibilities

Reporting to the Associate Chief Librarian, Research, the Project Manager provides strategic and technical leadership and is accountable for the effective implementation of the Research Information Management System (RIMS) platform project, a centralized platform designed to showcase Western University's faculty and researchers' research, scholarship and creativity. The Project Manager will work collaboratively with Western Libraries senior leadership (Vice-Provost and Chief Librarian and Associate Chief Librarian), Library Information Technology Services (LITS), Western Technology Services (WTS), the RIMS Working Group, and campus partners to ensure the successful implementation of the platform across campus. The role will define and manage the development of project plans, support the design, implementation and evaluation of the project components, and will develop communications, educational resources, project documentation and status reports for stakeholders as required.

Qualifications

Education:

- University Degree, or 3-year Community College Diploma with relevant experience, in Computer Systems, Information Management, Information Technology or related field
- Project Management Professional certification
- University Degree in a related Information Technology or Library and Information Sciences field is preferred

Experience:

- 5 years of experience in project management with technology projects in a complex office environment
- Familiarity with Research Information Management Systems (RIMS) and their implementation best practices would be an asset

- Understanding of the scholarly publishing life cycle and the role of research information management in supporting institutional goals would be an asset

Knowledge, Skills & Abilities:

- Ability to evaluate issues, recognize potential problems and take action to proactively resolve issues
- Knowledge of work breakdown development and task management through common tools like MS Project, Primavera, Jira, and Trello
- Exceptional organizational skills, including managing multiple competing priorities and an ability to adapt quickly to emerging priorities, leveraging their organized and effective personal work environment
- Ability to provide leadership including establishing priorities, distributing work and resources, and assigning project teams
- Ability to investigate defined issues, solicit input, suggest remedies, and alternative approaches that meet the needs of the situation
- Ability to perform duties in a professional and courteous manner and produce high quality work while meeting deadlines
- Ability to work with vendors to configure, customize, and troubleshoot third party systems
- Demonstrated project management ability to successfully develop and manage projects from inception to completion, including issues that arise and potential risks
- Highly skilled in working with a range of stakeholders within an institution
- Intermediate skills in Microsoft Office and project management software
- Communication skills with the ability to converse with, write reports for, and deliver presentations to all levels of the organization
- Ability to provide solutions and ideas for improvement by using imaginative approaches where constructive thinking and innovation are required
- Ability to draw on diversity of skills, backgrounds and knowledge of people to achieve more effective results
- Ability and willingness to employ a consultative and collaborative approach to addressing issues and making decisions

Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or genderexpression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please [contact Human Resources](#) or phone 519-661-2194.

Please Note:

Interested applicants are asked to visit: <https://recruit.uwo.ca> for further information and to apply online referencing job #37936 by 11:59PM on February 17, 2025.

We thank all applicants for their interest; however, only those chosen for an interview will be contacted.