



Project Management Office (PMO) Analyst

People, Places, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

Job Profile

There is an opening for a Project Management Office Analyst within the Customer and Financial Services Department, Corporate Transformation and Citizen Services Division. Reporting to the Director of Corporate Transformation and Citizen Services, this position is responsible for, but not limited to, the following duties:

What you will be doing

- Lead the development and implementation of enterprise-wide project portfolio management strategies.
- Champion and maintain the project management framework and standards by providing tools and templates and serving as the resident advocate and model for good Project Management practices.
- Promote the application of the PMO approved project management framework and standards on key projects to ensure successful project delivery.
- Provide strategic advice to cross-departmental steering committees, such as project, program, and budget and business plan steering committees.
- Create and maintain a Project Management Working Group composed of city staff responsible for managing capital projects. Work with the team as a means of building and sharing project management expertise.
- Provide regular updates ranging from monthly status of enterprise projects to an annual report.
- Report on the organization's progress at institutionalizing the Project Management Office, including PMO effectiveness metrics, issues and opportunities, etc.
- Aid in the development of a Project Management Career Track, mentors, trains, and guides the organization's project teams as they learn and adopt PM best practices in all phases of project from definition to closure.
- Proactively escalate project issues and risks that require Project Sponsor, Program Management, or Management Team attention.
- Build and grow relationships with Project Managers across the corporation, including in business units such as Engineering, Facilities, Technology Services, Operations, and Recreation and Culture.
- Provide oversight and analysis to support the capital project intake process, reviewing capital project proposals for completeness.
- Make strategic recommendations to the capital budget working group.
- Review, advise and assist in developing proposals for alternative funding sources and grants for specific programs and services.
- Manage project timelines endorsed by Council and as required by funding agencies, as required.

- Direct improvements to the corporate Project Management System (SAP Portfolio and Project Management system) in collaboration with technology services, departmental project teams and budget analyst.
- Perform project quality and risk audits, as requested or required.
- Advice and assist project managers to develop project plans that effectively align scope, time, cost, quality, resources, risk, communication, and procurement to allow for coordinated execution and control of the project.
- Recognize excellence in Project Management in accordance with a focused Rewards and Recognition program.
- Participate in performance reviews of Project Managers as it relates to Project Management.
- Develop and implement detailed plans and procedures and recommend policies regarding program specific requirements.
- Manage corporate transformation projects, as required.

Education

- Undergraduate degree or equivalent level of related education and experience – preferably in Public or Business Administration, or a related discipline.
- Project Management Professional designation.

Experience and Knowledge

- Project Management Professional designation.
- Five years' experience in project management, preferably in the municipal sector.
- Advance Microsoft Office Suite skills and project management systems such as SAP Project systems and Microsoft Project.
- Sound knowledge of project management techniques, tools, and methodologies.

We will ask you for these items if you are hired

Proof of your current and valid certificate(s) and/or educational qualifications.

Valid G driver's license.

Worker Health and Safety Awareness Training certificate from the Ministry of Labour. (may be obtained post offer)

Your Compensation

This position is within Grade 6 of the non-union salary schedule and has an annual salary range of \$107,360 - \$130,932. We offer a comprehensive benefit package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

Hours of work

Standard hours of work are Monday-Friday, 8:30 a.m. to 4:30 p.m.

Advertisement expiration date

Interested candidates should apply at www.cambridge.ca/careers. This posting will close on January 24, 2026.

Accommodation needs and protection of privacy

The City of Cambridge recognizes and appreciates diversity and inclusion enhances our public value commitment.

We strive to create an accessible and inclusive experience and encourage all qualified people to apply, including and especially people from equity-deserving groups. Qualified applicants will receive consideration for employment with honour and respect toward their individual dimensions of diversity.

We strive to remove barriers that may prevent qualified applicants from fully participating in the recruitment and selection process. Accommodation in accordance with the Ontario Human Rights Code and other applicable legislation is available throughout all stages of the recruitment and selection process. Contact HRServices@Cambridge.ca to make your needs known in advance.

For more information on our Employment Equity, please read our full [policy](#).

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.