



Project Manager Job Description – *Essential Skills for Atlantic Fisheries*

The Project Manager will oversee the planning, implementation and tracking of the ESDC Atlantic Fisheries project as per the activities outlined in the ESDC *LES at Work in Rural Communities* Project Agreement.

Primary Duties and Responsibilities

Reporting to the Executive Director, the Project Manager will perform a wide range of duties including the following:

Plan the program

- Create a detailed workplan which identifies and sequences the activities needed to successfully complete the project
- Develop forms and records to document project activities
- Set up files to ensure that all project information is appropriately documented and secured
- Determine the resources (time, money, equipment, etc.) required to complete each phase of the project
- Review the project schedule with the Executive Director and all other staff that will be affected by the project activities; update the schedule as required.
- Assist with development and implementation of long-term project goals and objectives.

Staff the project

- Assist the Executive Director and representatives of other relevant provincial partner bodies, with the hiring process (recruit, interview and select well-qualified program staff and consultants for the project activities)
- Ensure that personnel files for the program are properly maintained and kept confidential
- Ensure that all staff receive an appropriate orientation to the organization and the programs

Implement the Project

- Execute the project according to project plans, ensuring that the project deliverables are on time, within budget and at the required level of quality
- Provide progress reports, including financial reports, for management and funders.
- Establish a communication schedule to update stakeholders including management and appropriate staff in the organization on the progress of the project

- Review the work completed with the project team on a regular basis to ensure that it meets the project standards

Control the Project

- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks
- Ensure that the program operates within the approved budget
- Monitor all budgeted project expenditures
- Monitor cash flow projections and report actual cash flow variances to senior management, monthly

Assist with Evaluation of the project

- Assist the project Evaluator in evaluating the outcomes of the project as established in the ESDC Agreement.

Close the Project

- Carry out all processes to officially finish and close the project.