

PERMANENT EMPLOYMENT OPPORTUNITY

Senior Project Manager *Halifax Nova Scotia*

About the Workers' Compensation Board of Nova Scotia

The Workers' Compensation Board of Nova Scotia (WCB) is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. We also provide caring, compassionate support in the wake of workplace tragedy. Our employees describe the culture as Collaborative, Evolving, Service-Minded and Team-Focused.

We wanted to let you know that WCB will be moving from our current Halifax location to a new space at 137 Venture Run, Dartmouth in September 2025.

About the Role

As a senior position with leadership responsibility in the Program Management Office, the general accountabilities include project management and business analysis relating to business processes, data analysis and program development, implementation and evaluation.

As the formal project leader or as a coordinator on various initiatives, the incumbent of this position is expected to identify and champion best practices. They are called upon to be a facilitator, guide and model for the building of relationships with contacts in similar organizations in order to help establish "benchmarks" and to learn from the insight and experiences of others.

The scope of responsibilities for this position include acting as project manager or business analyst on a variety of corporate projects; developing, revising and interpreting procedures and policies; designing and implementing continuous quality initiatives; monitoring and evaluating program content, delivery and expenditures for effectiveness, consistency and quality of service delivery; providing expert advice and support to all staff in relation to specific program and operations; and, generally, serving on various committees and stakeholder groups to provide expert advice as required.

Your Experience & Skills

- A university degree, preferably in the sciences or business fields.
- Demonstrated expertise in project management with A minimum of 3 years' experience working in a project management or business analysis capacity.
- A minimum of 1 years' experience in exercising leadership in a team or team-like environment is essential.
- A certificate in project management is required.

We offer a competitive compensation package ranging from \$73,207 - \$91,451.

Application Details

Please email your resume and cover letter as one document with your name and the job title in the document title (Microsoft Word format) to hrdept@wcb.ns.ca by **4 pm on June 20th, 2025**. In the subject line of your email, please quote competition number: JV 95-25 EXT Senior Project Manager.

We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews (virtual or in-person). *Please note:* WCB is required to check all employment references before presenting an offer to the successful candidate.

Diverse & Inclusive Workplace

The WCB Nova Scotia is an equal opportunity employer, committed to an inclusive workplace culture and an accessible work environment where diversity thrives.

The WCB Nova Scotia is the province's provider of workplace injury insurance. Our people are safety champions with a caring, compassionate and can-do-attitude. At the WCB Nova Scotia, every employee is an important contributor to our organization's corporate goals. We strive to advance our inclusive workplace culture by weaving the social, cultural, visible, and invisible differences of our employees into our way of work. We also take inspiration from the diverse communities we serve across Nova Scotia.

We have adopted a foundational Inclusive Workplace Policy that strives to build upon our core values of safety, care and compassion. We stay in practice to increase our cultural competency and strengthen our relationships with community.

The WCB Nova Scotia is committed to an inclusive recruitment process and workplace that is accessible and accommodating to individuals with disabilities and other protected characteristics to support their full participation in the recruitment process and workplace.

Accommodation Request

WCB Nova Scotia is an equal opportunity employer that is committed to working with job candidates and employees to request reasonable accommodation in a confidential manner.

To request accommodation, please contact the Human Resource team by email at hrdept@wcb.ns.ca. All information received will be kept confidential.