

Job Description

Organization: Canadian Council of Motor Transport Administrators (CCMTA)

Job Title: Program Manager

Reports to: Vice President

GENERAL JOB DESCRIPTION

CCMTA is an organization that provides its members collaborative leadership in addressing Canadian road safety priorities. We are looking for a Program Manager who is excited to work on road safety issues that affect all Canadians. As a Program Manager you will support one of the three CCMTA Program Committees, working with their subject matter experts from across Canada on road safety initiatives. If you are a focused, enthusiastic team player, you'll thrive in our flexible and collaborative environment. Work-life balance is important at CCMTA, and we offer flexible work arrangements.

ABOUT CCMTA

[CCMTA](#) is an incorporated non-profit organization in Canada that coordinates matters dealing with the administration, regulation and control of motor vehicle transportation and highway safety. Membership includes representation from provincial, territorial and federal governments of Canada.

CCMTA provides collaborative leadership in addressing Canadian road safety priorities through the work of its Board of Directors and three Program Committees: Road Safety Research and Policies; Drivers and Vehicles; and Compliance and Regulatory Affairs.

CCMTA supports its members' vision to have the safest and most efficient movement of people and goods by road in the world.

RESPONSIBILITIES

This position is responsible for supporting CCMTA Program Committee's achieving organizational goals through collaboration and knowledge exchange.

Program Management responsibilities include:

- developing effective working relationships with CCMTA Program Committee members and identifying levels of awareness and concern with respect to issues and services that affect them
- supporting Provincial/Territorial and Federal member and stakeholder consultations on road safety initiatives and custodianship of the National Safety Code
- developing and managing project plans, budget and resource requirements for the effective delivery of Program Committee initiatives
- conducting extensive environmental scans, including the ability to summarize complex information into understandable, user-friendly, relevant explanations for reporting and knowledge transfer
- maintaining issue-monitoring systems, to ensure that CCMTA can react effectively to new issues that emerge

- contributing to outreach activities as appropriate, including identifying emerging issues, priority audiences, messages, research, tactics and schedules for achieving objectives
- supporting the Program Committee and organization by preparing briefing notes, reports and recommendations on various research and policy matters
- providing issue management support assigned ad hoc
- performing other duties as assigned

REQUIREMENTS

The Program Manager should have the following skills, education and experience:

- a formal education that includes skill development in program and relationship management
- a minimum of 5 to 10 years of experience as a Program Manager
- strong communication and project management skills
- demonstrated experience in writing complex reports
- understanding of policy development and regulatory frameworks
- working in a multi-jurisdictional framework (Federal/Provincial/Territorial)
- ideally an understanding of transportation and road safety matters in Canada
- excellent analytical, writing and presentation skills
- ability to work efficiently and independently
- ability to multi-task and prioritize work effectively

Key Competencies:

- relationship management and collaboration
- flexibility and adaptability
- accountability
- strategic thinking
- innovative and creative
- solution oriented

Language:

- Bilingualism (English and French) is considered an asset.

Citizenship:

- Canadian citizen or permanent resident (eligible to work in Canada) is required.

Additional requirements:

- Ability to travel within Canada, and perhaps in the United States, on a periodic basis for meeting-related activities. A valid passport may be required. CCMTA's events are currently being held virtually due to the pandemic. Once in-person meetings start again, based on guidance provided by our public health system, travel will restart.
- This role is not remote and would require that the successful candidate is onsite at the office (currently remote under COVID-19 restrictions). Relocation assistance will not be provided.

Please submit a résumé AND covering letter which summarize your experience and suitability for the position to the attention of the Vice President at info@ccmta.ca.

We are looking to fill this position ASAP and will assess applications, and contact qualified applicants, as we receive them. There is no official closing date for applications.

We thank all applicants for their interest. However, only those invited for an interview will be contacted.

CCMTA welcomes applications from persons with disabilities, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available on request during the hiring process. Applicants are asked to make their needs known in advance.