

Job Title: Project Manager, AIRB

Job Type: Full-time, contract (1 year, potential to extend)

Reporting to: President & CEO

Summary:

This position is for a contract Project Manager who will be responsible for managing initiatives to support the Bennington's goal of obtaining approval to transition to the Advanced Internal Ratings Based (AIRB) approach to determining Regulatory Capital requirements for Credit Risk. These initiatives may include core-system changes as one of the deliverables. The Project Manager will follow Bennington and Equitable Bank's delivery methodology, policies, procedures, and practices under the direction of the Bennington CEO, the Equitable Bank Project Management Office, BASEL PMO and Technology Delivery groups. The scope, timelines, and deliverables of the overall AIRB Program will be directed by the dedicated BASEL PMO Program Leaders and Program Sponsor.

Main Activities:

Initiate, plan and execute projects in accordance with the Bennington and Equitable Bank's policies and procedures, and the methodologies and standards established by the PMO and in alignment with AIRB Program Governance:

- Manage several initiatives of different priority levels through the entire project life cycle
- In collaboration with project sponsors and stakeholders, define project scope, objectives, approach, and deliverables
- Develop project plans, resource plans and project governance documents
- Track project deliverables and milestones
- Manage the Project Change Control process
- Identify and manage risks, issues and interdependencies and report up critical items to the AIRB Program Management team
- Prepare status reports in accordance with the Program governance standards
- Ensure project artefacts and control documents are completed and filed according to PMO standards
- Assign tasks and responsibilities to the project team
- Oversee the production and approval of project deliverables
- Lead or facilitate project meetings
- Document minutes and action items from project meetings
- Participate in the gathering and production of business requirements
- Support overall project deliverables as requested by CEO Bennington

Knowledge / Skill Requirements:

- 5+ years of Project Management experience in Risk Management, Policy, Compliance, Law or Bank Regulation; or Consulting on bank practices in any of these fields

- Experience managing cross-functional Business driven projects through the entire life cycle
- Ability to analyze complex business issues, identify solutions and assess impacts
- Good knowledge of project management methodologies based on PMBOK
- Post-secondary education (diploma/degree), preferably in business or finance
- Good understanding of business requirements processes and experience working with Business Analysts
- Familiar with lending platforms
- Experience working closely with internal IT groups and outside vendors to deliver the technology work packages to projects
- Familiar with Software Development Life Cycle methodology
- Experience managing stakeholders in a matrix environment
- Good organizational skills
- Solid communication skills; can convey complex issues in clear and concise manner
- Strong business writing skills; produces grammatically correct and error-free project documentation
- Working knowledge of MS Office, MS Project and MS Visio
- Knowledge of industry best-practices on self-assessments against regulatory guidelines within the Basel framework is highly desirable