



## POSITION OVERVIEW

Payroc is seeking an experienced **Vice President, Delivery**. Working as a vital member of the Technology leadership team, you will establish and manage an enterprise program and project management center of excellence. Beginning first in Technology and then expanding to business partners across all functions, this position is directly responsible for ensuring delivery excellence across product and enterprise initiatives. The role will oversee all parts of the project lifecycle, teaching the best and most relevant practices to Delivery managers across Payroc's business units. In particular, you will partner with business leaders to envision and frame strategic projects, plan projects, monitor project execution for quality, and ensure continuous learning from post-project reviews. You will manage a team of Delivery Managers whose primary function is to be the bridge between the Technology teams and the business lines to ensure that both business requirements and technical specifications are understood and managed effectively. Using a portfolio management framework, criteria, and methodology for proposing, approving, and reviewing all projects/programs across the system is essential.

### Responsibilities

- Ensure enterprise projects and programs effectively deliver on the enterprise strategic goals.
- Assist with establishing and implementing a standard feedback and project management process to drive project/program management improvements and ensure efficiencies on the execution of enterprise strategies.
- Provide project/program management oversight, training, and improvements through the application of change management, continuous improvement, implementation, influencing, and communication methodologies.
- Oversight of all aspects of projects and programs while developing proposal documentation, which includes management and tracking the direction of the project or program, resulting in the successful delivery of related materials, milestones, and deliverables.
- Ensure identification, logging, and resolution of project/program challenges and conflicts, assessing their impact and elevating to critical stakeholders and leadership to guarantee project/program deliverables are met.
- Oversee Capex/Opex project financial management, KPI/Metrics, and portfolio reporting.
- Provide regular project/program status reports to sponsors, leaders, and other key stakeholders, including core team members, resource team members, key cross-functional leadership, etc.
- Continuously identify project/program risk through assessment and risk reduction/mitigation plans to ensure team members are driving towards mitigation of risks.
- Validate that tracking and effective metrics are in place to ensure program/project effectiveness, making appropriate recommendations based on results.
- Build and maintain positive cross-functional relationships with each business unit leadership team.
- Consult with all levels of leadership regarding the management of resources and prioritization of work to ensure projects are built to succeed and scale.
- Create and uphold a cultural shift for employing Delivery excellence throughout all North American sites.

### Requirements



- Bachelor's degree required, preferably in business, finance, operations.
- Ten years of relevant experience in Enterprise project management is required.
- Experience in strategic planning or consulting is required.
- Excellent written and verbal communication skills.
- Exceptional time management skills and the ability to balance multiple projects and competing priorities.
- Excellent consultative skills, ability to engage at "C" level and establish strong relationships.
- Team player and excellent communicator, negotiator, and strong stakeholder management.
- People management skills: manage across cultures, disciplines.
- Creative, Organized, Analytical, Can-do attitude – very hands-on, Financial and Operational proficient.