

Chart of Competency

Project Manager

Electricity Human Resources Canada is a non-profit organization supporting the human resources needs of the Canadian electricity sector.

Our Vision

Keeping the lights on in Canada by preparing and empowering a world-class workforce for the entire electricity industry.

Our Mission

Working to strengthen the ability of the Canadian electricity industry in meeting current and future needs for their workforce—one that is safety-focused, highly skilled, diverse and productive.

Our Values

We are a values-driven organization, committed to the improvement of our sector, the growth of Canada's economy, and the stability of our power grid. Our core values are:

Collaboration

Working with all stakeholders in Canada's electricity sector for our mutual benefit.

Trust

Forging relationships and products built on unwavering integrity.

Innovation

Leading the industry to be future-ready.

Chart of Competency: Project Manager

This Chart outlines the competencies (also known as skills and knowledge) that are performed by Project Managers.

Occupational Definition:

Project Managers working in the electricity and renewable energy sector plan, execute and evaluate projects. They are employed by electrical utilities, independent power producers and private companies that build power infrastructure for utilities and municipalities.

Major Category	Competency Area	Competency Unit						
Project Management	Plan Projects	Develop project charter	Develop Project Execution Plan	Develop work breakdown structure	Develop project management plans	Develop project schedule		
	Execute Projects	Oversee procurement of contractors, service providers and suppliers	Monitor project activities	Manage project changes and disruptions				
	Close Projects	Complete project close-out	Evaluate finished projects					
Finance	Control Finances	Develop budget	Control budget performance					
Human Resources	Monitor Employee Performance	Maintain a positive work environment	Motivate employees	Build teams	Schedule employees	Conduct performance review	Address employee performance issues	Build an inclusive work environment
	Supervise Staff in a Union Environment	Comply with collective agreement	Respond to grievances	Maintain a positive relationship with the union				
Information and Communication Technology (ICT) Foundations	Use Digital Technology	Use communication applications	Use common software applications					
	Use Organization's ICT System	Use Organization's ICT system						
Information/Record Management	Complete Information/Record Management Tasks	Maintain technical information and data						
Safety	Maintain a Safe Working Environment	Follow safe work practices	Use personal protective equipment (PPE)	Participate in safety meetings and emergency drills	Isolate component, equipment or system	Perform lock-out, tag-out procedures		
	Maintain a Sustainable Working Environment	Follow sustainable work practices						
Security	Follow Security Practices	Follow security practices for physical work environment	Follow cybersecurity procedures					
Organizational Policies and Procedures	Follow Organizational Policies and Procedures	Follow organizational policies and procedures						
Leadership	Provide Leadership	Develop action plans	Implement action plans	Delegate tasks				
	Facilitate Change	Promote continuous improvement	Implement change					
Personal Competencies	Demonstrate Professionalism	Work as a member of a team	Develop professionally	Demonstrate professional and ethical conduct	Mentor/coach others	Manage stress	Manage time	
	Communicate Effectively	Use active listening skills	Use speaking skills	Use writing skills	Negotiate with internal and external stakeholders	Conduct meetings and presentations	Exchange information with internal and external stakeholders	

National Occupational Standards (NOS)

NOS are voluntary guidelines that have been developed to provide businesses, educators, trainers, and job seekers with practical guidance.

How are NOS used?

Employers, employees, and educational institutions can put NOS to a wide variety of uses supporting effective workforce planning:

- Support personnel certification or accreditation programs.
- Inform curricula for colleges and apprenticeships.
- Assist recruitment by informing job descriptions and providing a benchmark for employee appraisals.
- Identify career paths in order to promote employee retention.
- Help employers evaluate and determine the competencies of potential employees, including Internationally Trained Workers (ITWs).

Electricity Human Resources Canada has developed National Occupational Standards for a variety of occupations.

Visit electricityhr.ca for more information.