



CN Investment Division
Division des investissements du CN

Are you ready for a change? CN Investment Division (the Division) is your chance to do meaningful work with a smart, imaginative team in a unique and exciting environment. Established in 1968, the CN Investment Division manages one of the largest single-employer defined benefit pension funds in Canada and holds a long track record of solid performance. Approximately C\$18 billion is actively managed in-house by 91 employees for the CN Pension Plan's approximately 48,800 pensioners and pension plan members. The Division also manages the assets of the CN Pension Plan for Senior Management and the BC Rail Pension Plan.

The Division's culture is nimble, innovative, collaborative and risk-aware. Pensioners are always at the heart of what we do. As a part of the CN Investment Division team, you will always be learning, adapting, and creating solutions to keep pace in a changing world. You will also work in a flexible, inclusive, and equity-focused environment with lots of room to thrive and grow your career and skills.

Join our team and be part of something great.

Position: Specialist, Investment Operations Change Management

Current Opportunity

Reporting directly to the Senior Manager, Measurement and Analytics, the incumbent will contribute to the intake and change management process by performing assessments, participating in the prioritization, and coordinating the implementation of requests and initiatives across the investment operations function. The incumbent will help improve process transparency, ensure timely execution, and facilitate collaboration across teams.

As the ideal candidate you are a strong team player with excellent communication skills, strong problem solving and analytical skills, and attention to detail. You are organized, self-motivated, and flexible. You're able to meet deadlines, especially at peak times, and you have an excellent work ethic.

Primary Responsibilities

Intake and Prioritization Process

- Contribute to the intake process for requests and changes across the Division that impact the Investment Operations and Finance functions
- Perform assessments by gathering key information on scope, effort, risk, and impact of new requests
- Prepare and manage materials required for prioritization meetings, including agendas, priority lists, and meeting minutes
- Contribute to the maintenance and update of the priority list in collaboration with key stakeholders

Planning, Execution, and Feedback Management

- Support the establishment of governance levels and ensure appropriate oversight of initiatives based on risk and complexity
- Collaborate with business leaders to place prioritized initiatives into a realistic and coordinated calendar, aligning with resource availability and strategic timelines
- Oversee and support the detailed planning performed by initiative leads, ensuring milestones, dependencies, and required resources are clearly defined and documented
- Monitor progress and coordinate feedback gathering to identify lessons learned and continuous improvement opportunities

Communication

- Maintain consistent and transparent communication on the status of initiatives to stakeholders and management
- Prepare and lead quarterly meetings with executives, providing insights on priorities, challenges, and changes
- Manage communications related to the intake process, including updates to intranet pages, dashboards, and ad hoc request status reports

Cross-Functional Coordination

- Lead operational initiatives and activities that require coordination across multiple teams but do not require formal prioritization
- Act as the main point of contact for coordinating routine changes or improvements affecting multiple teams within the Division
- Support the Measurement and Analytics team's general and ad hoc activities, contributing to continuous improvement initiatives, documentation updates, and collaboration across functions as needed

Professional Requirements

- Bachelor's degree in Business Administration, with specialization in Finance or a related field
- Seven or more years of experience in investment operations, project management, business analysis, or a similar role
- Bilingual (French and English)

Desirable Skills and Aptitudes

- Strong organizational and planning skills, with attention to detail and the ability to manage multiple initiatives simultaneously
- Demonstrated experience in stakeholder communication and cross-functional coordination
- Familiarity with project management and collaboration tools (e.g., Jira, SharePoint)
- Strong analytical and problem-solving skills

If this position sounds like you, we would love to hear from you! Please send your application via email to jobs@cnid.ca. The information received will be treated in strict confidence.

The Division values diversity and is committed to employment equity. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sexual orientation, gender identity, national origin, age, physical or hidden disability, or protected veteran status. You are encouraged to apply and to self-identify so we can work toward full representation of those groups within our company. Should you require any accommodation in the application or interview process, please just let us know.

We appreciate your time and effort, however, only candidates selected for an interview will be contacted. Thank you for your interest in the CN Investment Division.