

Position Title: Project Manager – Grey Bruce Ontario Health Team (Temp full-time 12 months)

Department: GB Ontario Health Team

Reports to: Executive Lead, Grey Bruce Ontario Health Team (GB OHT)

Site: Virtual

Union Affiliation: Non Union

Effective Date: November 2022

Page: 1 of 2

POSITION PURPOSE

The Grey Bruce Ontario Health Team (GB OHT) is working to advance its priorities targeted to healthcare system improvement with the addition of a Project Manager in support of GB OHT Partnership Table priorities. The Project Manager is an integral resource for the Grey Bruce Ontario Health Team, bringing structure and process support for the implementation and execution of OHT projects and initiatives.

Reporting to the Executive Lead, GB OHT, the Project Manager provides leadership in the development and implementation of project management frameworks and tools to ensure projects are prioritized and coordinated to best utilize financial and human resources across multiple organizations. The Project Manager uses project management methodologies, techniques, technologies, knowledge and competencies to manage projects through all phases of the project lifecycle including initiation, planning, monitor and controlling, execution and closing. Sourcing additional project management resources, tools and support within a framework for approved projects is a key responsibility as is leading, managing and controlling projects and change management activities. The Project Manager will have a strong understanding and ability to align OHT priorities with project goals and objectives. This position will be responsible for the overall coordination of project charters, OHT Partnership Table approvals and reporting on project budgets and outcomes. The Project Manager will be accountable for project management best practices to ensure consistency and quality in the delivery of the project.

MAJOR RESPONSIBILITIES

Project Management

- Develop OHT Project Agreements in cooperation with the Executive Lead
- Integrate OHT projects across key interested parties (e.g., OHT Partnership Table Members, Affiliates and others, as identified)
- Develop strong project teams through ongoing facilitation, communication, negotiation and conflict resolution activities
- Collaborate with project teams to set realistic project goal and define project charters
- Develop clear project schedules, work breakdown structures, communication plans, resources plans and risk management plans
- Liaise with Project Leads regularly on project status and deliverables
- Assess project risks and develop risk mitigation plans for ongoing projects; monitor risks and adapt project plans to address unexpected barriers/delays
- Research best practices and analyze available data to develop suitable project metrics
- Identify, engage and maintain relationships with system partners (organizations, patients/residents, families, caregivers) relevant to the scope of the project
- Support the OHT project prioritization process and ensure project goals are aligned with OHT priorities and resourced appropriately

- Manage project budgets and source external resources or tools, as required
- Maintain master plan for ongoing projects and schedule
- Conduct project evaluations and document lessons learned throughout the project
- Present project updates and outcomes to OHT Partnership Table, related Councils / Committees and key external parties, as required

REPORTING RELATIONSHIPS

Responsibility for supervising others?

Yes

No

If yes, list positions supervised:

QUALIFICATIONS

Required

- Minimum undergraduate degree in business, health administration or related field
- Masters degree preferred
- Minimum 5 years proven project management experience (medium to large-sized organizations)
- Project Management Professional (PMP) certification
- Process improvement certifications, i.e., Green/Black Belt in LEAN and/or Six Sigma
- Knowledge of healthcare system required
- Demonstrated excellence in project management
- An effective leader capable of motivating teams and guiding them through issues and/or conflict
- Ability to positively influence others and work successfully with a broad range of stakeholders to achieve results that are in the best interest of the organization
- Excellent communication, interpersonal and customer service skills
- Ability to think critically and logically to evaluate situations
- Ability to solve problems and make decisions within parameters of job description and standards
- Proficient in setting priorities, developing work schedules, monitoring progress towards goals and tracking details/data/information/activities
- Solid understanding of change management concepts and processes, demonstrated change management success
- Proficient at budgeting and monitoring project costs
- Ability to be flexible in hours worked including some work after hours and on weekends
- Proficiency in MS Office and related project management tools
- Ability to travel
- Recent satisfactory performance and attendance records
- Understanding of the Occupational Health and Safety Act, including knowledge of management responsibilities for health and safety compliance under the legislation
- Knowledge of the requirements of the Accessibility for Ontarians with Disabilities