



## NON-CONTRACT ROLE DESCRIPTION

JD2510

|                        |                                                                                      |                              |         |
|------------------------|--------------------------------------------------------------------------------------|------------------------------|---------|
| <b>ROLE TITLE:</b>     | Project Manager                                                                      | <b>ROLE DESCRIPTION NO.:</b> | 00356   |
| <b>DEPARTMENT:</b>     | Information Management/Information Technology; IHealth; Corporate Business Solutions | <b>HEABC REFERENCE NO.:</b>  | 1872526 |
| <b>REPORTING TO:</b>   | Director or designate                                                                | <b>HSCIS CODE:</b>           | 05020   |
| <b>CLASSIFICATION:</b> | NCEM/Range 8                                                                         | <b>JOB CODE:</b>             | 05020B  |

### ROLE SUMMARY

In accordance with the Vision, Purpose and Values, and strategic directions of Vancouver Island Health Authority, patient safety is a priority and a responsibility shared by everyone at VIHA and as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Director or designate, the Project Manager is responsible for projects as assigned. The Project Manager plans, organizes and controls all activities associated with the implementation of assigned projects.

### DUTIES AND RESPONSIBILITIES:

1. Manages a cross functional project team to produce deliverables, based on the requirements, that are high quality, and are on time and on budget
2. Communicates with senior management regarding status of specific projects.
3. Identifies process inefficiencies, develops solutions, and drives for change.
4. Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects.
5. Takes projects from original concept through final implementation including responsibility for contract negotiations.
6. Identifies project risks and creates the risk mitigation plan.
7. Defines project scope and objectives, including project charters.
8. Develops detailed work plans, schedules, project estimates, resource plans, and status reports.
9. Conducts project meetings and is responsible for project tracking and analysis.
10. Ensures adherence to quality standards and reviews project deliverables.
11. Provides technical and analytical guidance to project team.
12. Recommends and takes action to direct the analysis and solutions of problems.
13. Responsible for all aspects of system support coordination required for the projects.
14. Defines the system support service level requirements for the projects. Plans, provides, and monitors these services to ensure the negotiated levels have been met.
15. Develops strategy and work plan for testing in context of the overall project plan.
16. Ensures stakeholders are kept on side and involved with the project.

17. Allocates and directs staff & resources within the project area.
18. Selects, trains, coaches and supervises the work of staff, and deals with labour relations matters for staff reports including responsibility to discipline and discharge
19. Utilizes standard Project Management tools, methodologies and templates for tracking and reporting progress.
20. Plans and executes handover to operational support at the conclusion of the project
21. Performs other related duties as assigned.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

A level of education, training and experience equivalent to a Bachelor's degree in Commerce, Business Administration, Health Information Science or Computer Science.

At least seven years' experience working within or directly with a health care system including several years as a project manager or project coordinator. Knowledge of, and experience in working with the Project Management Institute's PMBOK methodology.

### **Skills And Abilities**

- Demonstrated success as a project manager and the successful completion of one large information technology project within the last three years.
- Detailed knowledge of project management principles and methodologies.
- Intermediate to expert-level system implementation skills.
- Proven ability to track, coordinate and integrate external issues as they affect VIHA's proposal/action plan.
- Proven ability to write, analyze and edit project plans, proposals, Service Level Agreements, MOU's for accuracy and consistency.
- Excellent written and oral communication skills coupled with the ability to write or edit high quality business documents (e.g. master project plans, risk management plans, communication plans, progress reports, project wrap-up documentation)
- Excellent interpersonal skills, with the capability of providing leadership to a diverse project team and interact comfortably with senior personnel in the organization.
- Excellent presentation, interviewing, facilitating, and negotiating skills.