



NON-CONTRACT ROLE DESCRIPTION

JD3757

ROLE TITLE:	Project Manager, Strategic Initiatives	ROLE DESCRIPTION NO.:	01251
DEPARTMENT:	Geography or Regional Portfolio	HEABC REFERENCE NO.:	
REPORTING TO:	Executive Director, Executive Medical Director	HSCIS CODE:	04080
CLASSIFICATION:	NCEM/Range 8	JOB CODE:	04080HU

ROLE SUMMARY

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

Reporting to the Executive Director (ED) and the Executive Medical Director (EMD), the Project Manager, Strategic Initiatives, is responsible for leading priority geography initiatives. Working collaboratively with Island Health programs, consultants, and partners, the Project Manager leads planning activities and works with teams to identify, plan and implement changes and evaluate improvement initiatives.

DUTIES AND RESPONSIBILITIES:

1. Works with the Executive Director (ED) and the Executive Medical Director (EMD) to identify priorities, define project(s) scope and objectives including drafting and reviewing project charters.
2. Develops reviews and coordinates Board documents for submission by the ED and EMD.
3. Provides a single point of contact for project(s) and is responsible for overseeing all aspects of the development and implementation of assigned projects including development of detailed work plans, schedules, project estimates, resource plans and status reports. Identifies project(s) risks and creates risk mitigation plans.
4. Manages cross-functional project teams to produce results, based on identified deliverables including timeframes and budget. Provides strategic and analytical guidance to the project team.
5. Takes a lead coordination role for the activities of an Island Health Portfolio and the tracking and regular reporting of progress and achievements.
6. Identifies strategic and operational issues and proposes short and medium-term strategic operational plans for key initiatives within the geography to optimize the delivery of services. Works in close collaboration with members of the Integrated Health Services leadership team.
7. Monitors, on behalf of the ED and the EMD, program plans and operations, measuring progress towards goals and objectives and identifies key factors that account for deviation from stated goals and objectives, working with other key management staff on process implementation.
8. Develops and implements change management plans to support impacted staff to transition to new ways of doing
9. business, including new processes, practices, and structures.
10. Develops effective coalitions and partnerships across program areas to facilitate successful implementation of the strategic care transitions projects.
11. Conducts project meetings and is responsible for project tracking and analysis utilizing standard project management tools, methodologies and templates for tracking and reporting progress.

12. Identifies and promotes the expedited resolution to problems or barriers to enable successful project/change completion.
13. Ensures adherence to quality standards and reviews project deliverables.
14. Plans and executes transition from project deliverables to operational outcomes at the conclusion of the project(s).
15. Participates with other key stakeholders to ensure the timely completion and review of business cases, operational reviews, needs assessments and environmental scans.
16. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a Master's Degree with 5 years of recent related experience at a senior level working within a complex public or private sector environment and experience in Project management. Healthcare clinical background preferred.

Skills And Abilities

- Demonstrated project management success and the successful completion of one large strategic project within the last three years.
- Detailed knowledge of project management and change management principles and methodologies.
- Intermediate to expert-level system planning implementation skills.
- Proven ability to track, coordinate and integrate external issues as they affect project plans.
- 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. project charters, 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.
- Physical ability to perform the duties of the role.