



NON-CONTRACT ROLE DESCRIPTION

JD4261

ROLE TITLE:	Senior Project Coordinator	ROLE DESCRIPTION NO.:	01608
DEPARTMENT:	Designated Project	HEABC REFERENCE NO.:	18721272
REPORTING TO:	Designated Director or Manager	HSCIS CODE:	03999
CLASSIFICATION:	NCEM/Range 7	JOB CODE:	91404

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 designated Director or Manager, the Senior Project Coordinator provides professional level support and coordination. Key responsibilities include office team supervision, project coordination and control, onsite support, document control and collection, records and document management.

The Senior Project Coordinator is responsible for coordinating and monitoring documentation. The Senior Project Coordinator assists with project status report preparation, project evaluation, data collection and analysis, and project coordination.

DUTIES AND RESPONSIBILITIES:

1. Manages Freedom of Information requests in collaboration with the Office of Information, Access & Privacy.
2. Coordinates project activities for procurement, design and construction, commissioning, transition and operational planning, and stabilization and operation phases.
3. Coordinates with service providers, consultants and contractors. Tracks invoices and expenses. Assists in monitoring and responding to stakeholder issues and inquiries as required..
4. Monitors the deliverables within the Project Plan, Risk Register, and any other Plans identified.
5. Supervises a team including scheduling, coordinating and monitoring work assignments; training; staff development; and appraising work performance as required.
6. Oversees the project filing process and various documentation processes for distribution to various contacts and the appropriate stakeholders as required.
7. In conjunction with the Project Team including the Project Directors, Managers and Clinical Leaders, prepares and maintains project documentation, communications materials and reporting procedures.
8. Coordinates projects as assigned. Assists the Project leaders in developing and implementing project plans and any other plans identified.
9. Coordinates all administrative requirements associated with the project management team. Coordinates and supports risk management.
10. Assists with completing reports for stakeholders, including the Project Board and project committees.
11. Supports Project Team and related committees with the responsibility of minutes taking and tracking actions. Disseminates information, decisions and materials to users, managers and executives, as required.

12. Coordinates meetings, including logistics coordination, and ensuring on-site needs are met and appropriate materials and activities are coordinated.

13. Collects and analyzes relevant data and information relating to current projects utilizing spreadsheet and database software, and provides input and recommendations to project team for development, implementation, analysis, and dissemination of findings, knowledge, and policy/practice implications.

14. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a Bachelor's degree in a related field such as Business Administration and a minimum of five (5) years' recent related Project Coordinator experience preferably in the health care field.

Skills And Abilities

- Ability to organize and prioritize work.
- Effective verbal communication; demonstrated excellence in writing, editing and proofreading skills.
- Effective time management skills.
- Demonstrated skills in leadership and facilitation.
- Ability to work independently and in collaboration with a variety of internal and external partners and stakeholders.
- Demonstrated analytical and problem-solving skills.
- Demonstrated knowledge of building codes and bylaws.
- Skilled in current word processing, Sharepoint, spreadsheet and database software technologies.
- Ability to work under pressure with deadlines and changing priorities.
- Demonstrated competence in cultural safety & humility; experience working with Indigenous communities.
- Intermediate to advanced level project management skills.
- Intermediate level of data analysis skills.
- Ability to manage and support workplans and schedules.