



NON-CONTRACT ROLE DESCRIPTION

JD5097

ROLE TITLE:	Project Director, Design & Construction	ROLE DESCRIPTION NO.:	5097
DEPARTMENT:	Cowichan District Hospital Replacement Project	HEABC REFERENCE NO.:	18721562
REPORTING TO:	Chief Project Officer, or designate	HSCIS CODE:	03998
CLASSIFICATION:	NCEM/Range 10	JOB CODE:	91445

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 Chief Project Officer for the assigned capital build, the Project Director, Design & Construction plans, organizes and controls all activities associated with the implementation of assigned projects. The Project Director provides leadership and management for the non-clinical aspects of the design, build and implementation for the assigned capital build, which is an integral part of the Island Health's Strategic Plan. The Project Director coordinates the design and construction requirements within an Alliance design-build infrastructure delivery model, acts as the liaison between the Alliance partners and internal program groups and external agencies. The Project Director will work directly with the assigned capital build Project Leadership Team, consultants and specifically the Clinical Project Director and Medical Director.

The Project Director is responsible for the successful achievement of the non-clinical aspects of the assigned capital build. The scope of this role encompasses all services that are non-clinical in nature for the assigned capital build including design, construction, commissioning, facilities management, equipment, security, and utilities. The Project Director is responsible for collaborating with others who will execute the implementation arising from the adoption of the new practices and procedures for the assigned capital build. A number of these areas include; Facilities Management and Operations, Protection Services, Environmental Services, Food Services, Laundry, and IMIT.

The Project Director is accountable to provide day to day oversight, direction and management related to the planning, design, construction and equipment of the assigned capital build, assessing and responding to the impact of a new design, technology and equipment and identifying opportunities to improve non-clinical services and processes. In addition, the Project Director is responsible for facilitating, in collaboration with others, the development and implementation of education and training strategies to support staff and contractors through these changes.

DUTIES AND RESPONSIBILITIES:

1. Responsible for meeting Island Health's design and construction obligations as set out in the applicable project agreement, including Island Health approvals, where required, and acts as a liaison between Alliance partners and Island Health Site staff regarding design and construction issues.
2. Monitors the Alliance design and construction related obligations and acts as Island Health's representative on the applicable project agreement. Monitors construction process and ensures the Alliance is following the applicable project agreement.
3. Manages design development submittal and the user review process for all design submittal in conjunction with the Clinical Project Director, Medical Director and Project Coordinator.
4. Works closely with the Clinical Project Director and Medical Director on all clinical consultation processes addressing any issues associated with building compliance, building codes, or any Facilities Management related interface issues associated with the clinical and non-clinical teams.

5. In conjunction with Alliance partners, develops and manages the Equipment and Commissioning Plans and oversees implementation in conjunction with the Clinical Project Director and Medical Director, Equipment and Commissioning leads and all coordinators.
6. Interfaces with the Independent Certifier in conjunction with the Financial Lead.
7. Supports the relationships with permitting bodies, including City Planning Departments, Ministry of Oceans and Fisheries, Ministry of Transportation etc.
8. Collaborates with Island Health staff and contractors to define and communicate service requirements and acts as liaison between design, technology and equipment installation teams and users.
9. Working closely with Alliance partners, leads planning and commissioning initiatives from development through to implementation and ensures an evaluation process is in place throughout the project.
10. Develops project plans appropriate to the initiative and incorporates change management approaches to ensure success in complex multi-stakeholder, multi-disciplinary settings.
11. Identifies project risks and develops a risk mitigation plan.
12. Ensures that all Island Health stakeholders are kept informed, on side and involved with the project.
13. Develops detailed work plans, schedules, project estimates, resource plans and status reports.
14. Conducts meetings that impact the non-clinical aspects of the assigned capital build.
15. Ensures direct integration and coordination with the Project Management Office, Clinical Services, for the assigned capital build.
16. Manages a cross functional project team to produce deliverables, based on the requirements that are high quality and are on time and on budget related to the implementation of an integrated clinical system for Island Health.
17. Participates in the budget development process and monitors various project budgets. Responsibilities include monitoring budget performance, planning and adjusting resources to meet projections and key milestones, approving expenditures and preparing summaries for fiscal reporting.
18. Responsible for managing contracts with vendors directly associated with the assigned project.
19. Identifies project risks to facility management and develops a risk mitigation plan.
20. Conducts project meetings and is responsible for project tracking and analysis.
21. Utilizes standard Project Management tools, methodologies and templates for tracking and reporting progress.
22. Plans and executes handover to operational support at the conclusion of the project.
23. 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 a related field such as Architecture, Engineering, Commerce or Business Administration and at least ten (10) years' recent experience in project management and leading change and/or quality improvement initiatives. Project Management Professional certification through the Project Management Institute preferred.

Skills And Abilities

- Building Development and implementation background, knowledge and experience considered an asset.
- Proven ability to support and implement an integrated clinical & system environment.
- Demonstrated ability to lead change and/or quality improvement initiatives.
- Demonstrated knowledge of clinical technology and equipment.

- Demonstrated knowledge of healthcare operations preferred.
- Demonstrated knowledge in construction and design projects.
- Proven analytical, systems, supervisory and leadership skills, and the ability to facilitate and negotiate.
- Demonstrated organizational skills and the ability to effectively plan, prioritize and carry out projects within deadlines, together with creative problem-solving skills.
- Demonstrated commitment to client focused services and teamwork.
- Proven ability to develop and maintain effective working relationships with others both internal and external to the organization.
- Excellent interpersonal skills and the ability to communicate clearly and effectively both verbally and in writing.
- Physical ability to perform the duties of the position.