



NON-CONTRACT ROLE DESCRIPTION

JD5944

ROLE TITLE:	Project Manager	ROLE DESCRIPTION NO.:	5944
DEPARTMENT:	Enterprise Project, Change & Resource Management; Priorities & Planning; CDH Replacement Project	HEABC REFERENCE NO.:	18721879
REPORTING TO:	Project Portfolio Director or designate	HSCIS CODE:	03099
CLASSIFICATION:	NCEM/Range 8	JOB CODE:	91839

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 Project Portfolio Director or designate, the Project Manager is responsible for leading key organizational priorities within the assigned project portfolio. Working collaboratively with Island Health programs, consultants, and partners, the Project Manager leads the project team by planning activities, oversight and coordination for the implementation of assigned project(s), including the support of continuous improvement and change initiatives. Consults and provides expertise to operational leaders, staff, vendors and other internal and external partners throughout the project lifecycle.

DUTIES AND RESPONSIBILITIES:

1. Provides leadership and coordination of a cross-functional project team. Directs daily project activities, fosters collaboration, resolves issues and provides effective communication throughout the project lifecycle from initial conception and design stages through to implementation and completion, ensuring project deliverables, budgets and timelines are met.
2. Develops comprehensive and strategic project plans and all required project documents during all stages of the project lifecycle (concept through close-out): Including but not limited to: business case, project charter, project status reports, close out report, project plan, risk registry and contingency plan, resource matrix, cost estimates and budgets, cost and productivity analysis, and lessons learned, as required).
3. Defines and manages project scope throughout the project lifecycle and provides a single point of contact for the project. Represents the project across the organization, as well as to various external partners.
4. Communicates regularly with leadership and administration regarding the progress and status of current project milestones and initiatives. Provides expertise and builds consensus with senior leadership/executive to obtain approval and guidance to advance initiatives.
5. Consults, provides expertise and coordinates with vendors to facilitate consensus and compliance on contract management throughout the project lifecycle.
6. Performs risk management and issue resolution by identifying, recording, assessing and monitoring project risks and issues from discovery through to resolution.
7. Monitors project budget and expenditures to ensure project stays within parameters and provides variance reporting to leadership to address concerns.
8. Identifies, defines, implements and monitors quality assurance measures and acceptance criteria throughout the project lifecycle.

9. Facilitates and leads project meetings (e.g. Steering Committee, Sponsorship Meetings, Project Working Groups, etc.)
10. Advocates and supports leadership to implement continuous quality improvement and change management strategies through out the project.
11. Adheres to best practices as outlined by the Project Management Institute (PMI) in the Project Management Body of Knowledge (PMBOK).
12. Follows internal standards and procedures for managing projects, reporting and documentation within the EPMO and Island Health.
13. 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, Computer Science or related field. A minimum of five (5) years' recent, related experience, including project management experience, working within or directly with a health care system. Knowledge of, and experience in, working with the Project Management Institute's PMBOK methodology.

Skills And Abilities

- Comprehensive knowledge of project/change management principles and methodologies, specifically the PMBOK methodology.
- Demonstrates expert ability to develop and implement plans and strategies.
- Proven leadership and management skills with an excellent sense of corporate priority and a strong business acumen.
- Excellent interpersonal and presentation skills.
- High level of facilitation, negotiation, interpersonal and communication skills.
- Ability to analyze and problem-solve complex issues towards creative solutions.
- Ability to organize and prioritize work, and balance multiple activities concurrently while working effectively under time pressures to meet deadlines.
- Ability to lead with humility and foster cultural safety.
- Demonstrated ability to use appropriate strategies to resolve conflict and build consensus between interest-holders on critical issues.
- Strong strategic thinker and systems approach to problem solving.
- Demonstrated commitment to on-going learning and professional development.
- Excellent written and oral communication skills coupled with the ability to write or edit high quality business documents such as progress reports, project charters, project plans, risk management plans and communication plans etc.
- Ability to develop and management budgets at a project level.
- Exhibits a strong understanding of the complex health care environment to elicit credibility with all levels of the organization.