



## Role Description Children's and Women's

### *Project Manager I*

#### **Role Summary**

In accordance with the Mission, Vision and Values, and strategic directions of Provincial Health Services Authority patient safety is a priority and a responsibility shared by everyone at PHSA, and as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position. The Project Manager I leads and co-ordinates all aspects of the current projects undertaken by the department. The Project Manager I ensures that the deliverables are completed on time and on budget, as identified in the project plan. The Project Manager I identifies and tracks metrics as they relate to the project deliverables, and provides consultation, guidance and support to designated project staff, contractors and stakeholders.

#### **Key Accountabilities**

- Establishes detailed project charter, plans and objectives to outline timelines and project deliverables. Executes project plan according to project methodologies, ensures successful and coordinated completion of project components, consults with stakeholders as needed and ensures readiness for project implementation.
- Tracks project progress according to project plan and identified metrics. Monitors and reports on the status of projects and major barriers encountered. Makes recommendations to Director regarding projects scope and related changes required to facilitate a successful outcome. Implements or contributes to the implementation of effective processes to assess project risks, identify risk mitigation strategies and monitor risk throughout the project lifecycle.
- Participates in the development and monitoring of project budgets within the context of operations demands and environmental and resource constraints and uses best practice methods to thoroughly monitor and adhere to allocated budgets.
- Provides leadership by giving advice or guidance in situations that require interpretation and judgment.

#### **Qualifications**

A level of education, training, and experience equivalent to a Master's Degree in Health Services Administration, Business Administration or relevant health care discipline with a minimum of five (5) year's recent, related experience in project management and facilitating and managing consultation processes with a wide range of stakeholder groups. Project Management Professional designation considered an asset.

Comprehensive knowledge of project management principles and methodologies and ability to coach team members on these skills. Experience or working knowledge of content areas is key to the success of this role. Effectively monitors budgets and executes project plans with stringent timelines. Utilizes initiative, vision, independent thinking and creative problem-solving abilities to implement project plans and realize project completion. Excellent communication skills to function within a complex interdisciplinary environment including ability to communicate with the physician community. Utilizes effective facilitation, persuasion and negotiation abilities to achieve consensus, resolve conflict and achieve desired outcomes. Works effectively under time pressure to meet deadlines, balance work priorities and resolve problems in a timely manner. Computer literacy with word-processing, spreadsheet, presentation, project management and database applications.

#### **For HR Use**

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