

## **Project Management Lead**

### **Company Biography:**

A newly formed Regional Operations Team will provide operational support following the regional Epic go-live in December 2021, to the seven (7) acute hospitals in the Central East (CE) region: Campbellford Memorial Hospital, Haliburton Highland Health Services, Lakeridge Health, Northumberland Hills Hospital, Peterborough Regional Health Centre, Ross Memorial Hospital and Scarborough Health Network. These organizations have been on a clinical transformation journey to implement a shared, regional Epic CIS solution as well as a number of regional third-party applications since July 2019.

The CE Regional Operations Team will have a dedicated leadership team overseeing five (5) work streams: Outpatient Ancillary, Inpatient, Access/Revenue & Reporting, 3rd Party & Integration and Technical. Each team will have a number of clinical and technical analysts, and Principal Trainers (PTs). The Regional Operations team will work on behalf of all 7 hospital organizations. Scarborough Health Network (SHN) will manage employee policies and act as paymaster on behalf of all 7 hospital organizations.

### **Position Overview:**

A newly formed Project Management Office (PMO) will provide centralized support to all areas of the Regional Operations Team and will be comprised of two (2) Project Management Leads (PML) who will lead, coordinate, and support multiple regional projects by providing end-to-end project management responsibilities. The PMs will engage, interact and collaborate with both internal (hospital organizations) and external stakeholders. They will also provide internal support to various Committees and Workgroups within the regional governance, including executive leadership across the hospital organizations.

Both Project Management Leads will report directly to the Senior Director for the Regional Operations Team.

### **Responsibilities:**

- Direct and manage all aspects of the project life cycle phases: concept, definition, planning, implementation, and closeout, using the appropriate project management practices and methodologies
- Develop and maintain project charters and plans to align with defined requirements
- Liaise and engage with project stakeholders, including the Regional Operations Team, 7 hospital organizations and varying levels of regional governance, as well as external stakeholders
- Identify and manage risks and issues, escalate when required, and recommend appropriate mitigations and resolutions
- Determine the frequency of status reports from the project team, analyze results, and troubleshoot problem areas
- Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements
- Provide support to various Committees and Workgroups within the regional governance, including administrative and project management
- Work closely with various Committee and Workgroup Chairs within the regional governance to provide support
- Lead and support regional procurement initiatives following the Broader Public Service Directive

### **Requirements:**

- University degree or combination of equivalent education and work experience
- Certification in Project Management
- 3-5 years direct project management experience in a health care setting, including all aspects of process development and execution
- Technically competent with various software programs, such as Microsoft Office, Project and SharePoint
- Strong organizational and multi-tasking skills
- Well developed communication skills: oral, written and interpersonal
- Experience at working both independently and in a team-oriented, collaborative environment is essential
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- Strong facilitation skills to elicit cooperation from a wide variety of stakeholders, both internal and external
- Reacts to project adjustments and makes alterations promptly and efficiently
- Ability to bring project to successful completion through political sensitivity

### **Accommodation Statement:**

Scarborough Health Network (SHN) embraces and celebrates our community's unique multicultural heritage and diversity. SHN is an equal opportunity employer, dedicated to a culture of inclusiveness and diversity reflecting our diverse patients, staff and community alike. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.

**SUBMIT APPLICATION AND RESUME TO:**

**Human Resources Job Application Box**

**E-mail: [hr@hhhs.ca](mailto:hr@hhhs.ca)**

**Fax: 705-457-4609**

**DEADLINE:**

**March 9, 2022 @ 1600 Hrs**