

GRAND RIVER HOSPITAL

Advancing Exceptional Care

- POSITION VACANCY:** Project Management Office (PMO)
- POSITION:** Temporary Full Time Project Manager
Until approximately August 31, 2023 (with the possibility of extension)
- HOURS OF WORK:** 7.5 Hour Shifts; Monday to Friday, Days
- JOB SUMMARY:** Reporting to both the Director, Strategy, Improvement, and Project Management Office, the Project Manager uses project management knowledge and competencies to manage projects through all phases of the project lifecycle including initiation, planning, monitor and controlling, execution and closing to achieve organizational priorities. This position will provide project management leadership for a variety of high priority projects that will be fulfilling the organization's strategic direction and integrated plan.
- RESPONSIBILITIES**
- Leads the development of project management tools such as the project charter, scope of work, project schedule and work breakdown structure, cost estimates, resource plans, communications plans, and risk management plans.
 - Engage Subject Matter Experts (SMEs) and project stakeholders in a timely and efficient manner, managing their involvement and expectations
 - Manages the process of identifying main data source, mapping and delivery of data integration and extraction
 - Designs and develops appropriate processes to align workflow between various components of corporate technology initiatives
 - Under direction from project sponsor, plans, directs and coordinates activities to ensure that they meet the approved timeframe, scope, quality and budget expectations
 - Assess the priority and scope of technology related issues by understanding the business objectives, technical costs and user needs, as well as being able to weigh in alternative options for resolution and mitigation purposes.
 - Establish, develop and maintain effective communications strategies with internal and external stakeholders
 - Monitors schedules, costs, scope, quality, and provide regular status updates.
 - Develops a gap analysis and provides process improvement expertise.
 - Provides leadership to the project team regarding project management methodology and best practices (i.e. "owns" the project).
- QUALIFICATIONS:**
- Establishes and maintains project documentation repositories.
 - University degree in business, engineering, IT or a health related field or equivalent work experience
 - Project Management Professional (PMP) certification or formal project management training required
 - Five (5) years of Project management experience leading medium to large scale information management, Business Intelligence and/or technology projects required
 - Experience in a healthcare setting is considered an asset
 - Good understanding of the issues related to privacy, confidentiality, and data security
 - Effective organizational, interpersonal and communication and facilitation skills
 - Excellent conflict management, problem solving, change management skills and sound judgment abilities
 - Out-of-the-box thinking, learning mindset
 - High level of initiative, decisiveness and business acumen
 - Demonstrated strong leadership and motivational skills
 - Ability to work effectively on multiple related projects and meet competing deadlines
 - Proficient in MS Office Suite including MS Word, Excel, MS Project™, MS Visio and SharePoint™
 - Excellent attendance record

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSTING COMES DOWN

Grand River Hospital is committed to fair and equitable employment and in our recruitment and selection practices. We strongly believe in inclusion and diversity within our organization, and welcome all applicants including, but not limited to: racialized communities, all religions and ethnicities, persons with disabilities, LGBTQ2S+ persons, Indigenous people, and all others who may contribute to the further diversification of our Hospital community. We are committed to providing and fostering a respectful workplace for all employees, free from violence and harassment. Grand River Hospital is a proud member of the Canadian Centre for Diversity and Inclusion (CCDI).

Upon individual request, the hospital will endeavour to remove any barrier to the hiring process to accommodate candidates, including those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact Human Resources in advance for assistance

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