



POSITION DESCRIPTION

POSITION TITLE: PROJECT DIRECTOR – PROJECT MANAGEMENT OFFICE

DEPARTMENT: PROJECT MANAGEMENT OFFICE

CLASSIFICATION:

UNION: NON UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: VICE PRESIDENT FINANCE & CFO

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY:

Reporting to the Vice President Finance & CFO, the Project Director – Project Management Office (PMO) is responsible and accountable for the coordination and management of special projects identified in the VP Finance & CFO portfolio. The Project Director – PMO works collaboratively with staff, vendors and stakeholders to deliver the outcomes identified within the project mandate. The position of Project Director – PMO functions in a manner consistent with and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Provides leadership across the portfolio to support special projects as identified by the VP Finance & CFO.
- Creates and delivers project management deliverables that support the successful implementation of solutions that meet the stakeholder objectives.

- Coordinates Interlake-Eastern RHA project resources as required to meet the project outcomes.
- Develops templates and standards as required to aid in the delivery of required work products.
- Develops and manages the project budget, reporting on variances as required.
- Identifies and coordinates system reporting requirements necessary for program administration.
- Ensures appropriate testing, auditing, and monitoring procedures are carried out to guarantee integrity of any products developed.
- In conjunction with the communication and education teams, identifies communication and education needs and facilitates required training to users, ensuring standard skill levels are met.
- Works collaboratively with vendors, ensuring positive working relationships exist to support system efficiencies.
- Manages relationship with Manitoba eHealth with respect to the projects assigned to this role
- Responsible for communication at a variety of levels both internal and external. This may include stakeholders, sponsors, and the delivery team.
- Provides effective guidance, coaching and training of others on the creation and delivery of all Project deliverables.
- Participates on regional committees and planning teams as appropriate.
- Provides organizational leadership through participation on the Interlake-Eastern RHA Regional Leadership Team
- Ensures standards identified by stakeholder groups such as Health Information Services, Information Technology and Clinical Care are incorporated into all implementations.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Diploma in Health Information Management, Health Care Administration or Information Systems required. A combination of education and experience may be considered.

REQUIRED KNOWLEDGE:

- Knowledge of the Canadian and Provincial health care landscape and enabling technologies that are being pursued by the industry.

EXPERIENCE REQUIRED:

- Minimum 5 years' experience working in Healthcare Management
- Demonstrated experience in project management and proven success on implementation initiatives

SKILLS/COMPETENCIES:

- Ability to handle difficult and sensitive situations confidentially using sound, independent judgment within general policy and legal guidelines.
 - Ability to supervise and evaluate staff either directly and in-directly through the project team environment;
 - Demonstrated ability to work collaboratively with multi-disciplinary team members.
 - Excellent communication skills .
 - Given the cultural diversity of the region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions
 - Completes and maintains a satisfactory pre-employment security check.
 - Maintains a satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: 2014
Date

Revised: July 27, 2016
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.