

About the Job

Full Job Description

As per the current Public Health Order, full vaccination against COVID-19 is a condition of employment with PHSA as of October 26, 2021.

In accordance with the Mission, Vision and Values, and strategic directions of PHSA safety, including both patient and employee safety, is a priority and a responsibility shared by everyone at PHSA's Agencies/Divisions/Services, 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.

What you'll do

- 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.

What you bring

- 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.

What we bring

Every PHSA employee enables the best possible patient care for our patients and their families. Whether you are providing direct care, conducting research, or making it possible for others to do their work, you impact the lives of British Columbians today and in the future. That's why we're focused on your care too – offering health, wellness, development programs to support you – at work and at home.

- Join one of BC's largest employers with province-wide programs, services and operations – offering vast opportunities for growth and development.
- Access to professional development opportunities through our in-house training programs, including +2,000 courses, such as our San'yas Indigenous Cultural Safety Training course, or Core Linx for Leadership roles.
- Enjoy a comprehensive benefits package, including municipal pension plan, and psychological health & safety programs and holistic wellness resources.
- Annual statutory holidays (13) with generous vacation entitlement and accrualment.
- PHSA is a remote work friendly employer, welcoming flexible work options to support our people (eligibility may vary, depending on position).

- Perks include access to fitness classes and discounts to 350 BC-wide recreational programs, travel, technology, car and bike sharing, and more.

Job Type: Temporary Part-Time

Closing date: Until Filled

Hours of Work: 08:00-16:00 Tuesday-Friday

Requisition #: 131081E

What we do

The Provincial Health Services Authority (PHSA) plans, manages and evaluates specialized health services with the BC health authorities to provide equitable and cost-effective health care for people throughout the province. Our values reflect our commitment to excellence and include: Respect people – Be compassionate – Dare to innovate – Cultivate partnerships – Serve with purpose.

Learn more about PHSA and our programs: jobs.phsa.ca/programs-and-services

PHSA is committed to employment equity, encouraging all qualified individuals to apply. We recognize that our ability to provide the best care for our diverse patient populations relies on a rich diversity of skills, knowledge, background and experience, and value a safe, inclusive and welcoming environment.

Citation

“Project Manager I.” *Indeed*,

<https://ca.indeed.com/viewjob?jk=42e3c293bfbe0dc8&tk=1ga4ub8k5h0lg801&from=serp&vjs=3>

Hanul Seo

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<https://www.linkedin.com/in/hanul-seo-06077b1aa/>

August 8th, 2022

Provincial Health Services Authority (PHSA)

Recruitment Consultant

RE: Job Application – Project Manager I

To whom it may concern,

Throughout my career, I have contributed to impacting business outcomes through effective organization, prioritization and execution of key projects. My skills and qualifications make me an ideal match for the Communications and Audience Engagement's role requirements and will bring immediate value to Global Reporting Centre 's goals.

Aside from my extensive working experience, my relevant qualifications include my Bachelor of Arts Degree in Psychology from the University of British Columbia.

In my current role as a Project Manager role, I exercise calculated and methodical approaches to define the main objectives of the project, its purpose, and scope. Additionally, I am also called to; oversee scope, cost, timelines, risk, quality issues, and communications, outline key deliverables/milestones and identify the tasks that must be completed. By monitoring and controlling these processes commencing throughout planning, execution, and closing, I was able to drastically increase productivity of the company by more than 40%.

Additionally, through my experience of working with youth, I was able to gain the skills of developing and issuing educational content including, tests, and assignments, ensure all students are learning in a safe and productive environment, organizing supplies and resources for lectures and presentations, and deliver personalized instruction to each student by encouraging interactive learning. As a Youth Development Specialist, I was required to assist children and youth develop life skills, social skills and/or access to community resources, provide individual care and guidance consistent with the needs of an individual group with mental health issues, behavioural challenges, or other adversities these young individuals may be exposed to.

Moreover, my extensive educational background within the field of psychology has required not only to be able to produce top tier papers and journal articles, but to also conduct various research projects as well as be able to analyze the data produced and summarize such information to be accessible to the general public.

I work best when I am required to collaborate productively within groups, and my positive demeanour builds an enthusiastic working environment for all. Moreover, I am knowledgeable in leadership, HR, interactive communication and various Microsoft office programs. I also have the native bilingual ability to speak both Korean as well as English. Furthermore, my experience of growing up with three different cultures has allowed me to build stellar adaptability skills, enabling recognition of how adversity affects individuals. Furthermore, this unique multi-cultural perspective gives credence to the importance of accepting differences and appreciating diversity.

Because my professional goals align with Global Reporting Centre's mission and values, this opportunity is especially exciting. I believe my collaboration, interpersonal and leadership abilities will support and drive your continued organizational success.

To demonstrate the scope of my career history and professional competencies, please take a moment to review my attached resume. I appreciate your evaluation of my credentials and subsequent response.

With best regards,
Teresa Hanul Seo, BA

Hanul Seo

(778) 957-4249

teresahanulseo@gmail.com

Dedicated Project Manager Candidate with an exceptional willingness to learn. History of meeting company goals by utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

PROFESSIONAL EXPERIENCE

ABEL INDUSTRIES,

Project Manager

Richmond, BC

August 2020–Present

- Play the lead role in planning, executing, monitoring, controlling, and closing projects.
- Liaise with clients to identify and define requirements, scope, budgets and objectives.
- Present comprehensive reports documenting that all project requirements were fulfilled, as well as the projects' history.
- Analyze risks and opportunities to increase productivity by 40%
- Devised and applied a new training and accountability program that increased productivity from #10 to #3 in the region in less than 2 year period

ADAGIO INTERNATIONAL RHYTHMIC ACADEMY.

Youth Development Specialist

Vancouver, BC

2015– 2019

- Devised innovative strategies to improve customer satisfaction scores and meet company goals.
- Addressed customer complaints and mitigated dissatisfaction by employing timely and on-point solutions.
- Offered internal and external customers first-rate customer service to maximize satisfaction and business success.

DIVERSITY DEVELOPMENT PROJECT

Founder

Richmond, BC

2020-2021

- Define the main objectives of the project, its purpose, and its scope.
- Oversee scope, cost, timelines, risk, quality issues, and communications. Outline key deliverables and milestones and identify the tasks that must be completed.
- Monitor and control processes commencing throughout planning, execution, and closing.

EDUCATION

UNIVERSITY OF BRITISH COLUMBIA

Bachelor of Arts in Psychology (concentration: developmental psychology),

Vancouver, BC

May 2022

ADDITIONAL SKILLS

- Proficient in MS Office (Word, Excel, PowerPoint) Outlook, MS Project, Salesforce, TFS Project Management
- Fluent in English, and Korean

Hanul Seo

5820 Dover Crescent
Richmond, BC V7C 5P3
(778) 957-4249
teresahanulseo@gmail.com

8th August 2022

Yuri Maokio - Senior Project Manager

9759 Smithe St
Vancouver, BC V6I 8M2

Dear Mr. Maokio,

I hope you're having a great week!

I'm reaching out because I am in the process of applying for a Project Management position at Provincial Health Services Authority (PHSA), and wanted to ask if you would be comfortable with writing a strong letter of recommendation on my behalf.

I really enjoyed our time working together at Abel Industries - and truly valued your guidance throughout my growth with the company. With that in mind, I thought you'd be a great person to vouch for my expertise in Project Management and my ability to improve efficiency.

I appreciate you taking the time to consider my request. The deadline for submitting the letter is September 28, 2022. I have attached the updated version of my resume, as well as the job application requirements - as well as the details on how to submit the letter.

Please do not hesitate to contact me if you need any more information, or have any other questions at all.

All the best,

Hanul Seo

Hanul Seo

Enclosure:

Resume

Job Application Instructions

Hanul Seo

5820 Dover Crescent
Richmond, BC V7C 5P3
(778) 957-4249
teresahanulseo@gmail.com

8th August 2022

Joe Mixon- Senior RB/Operations Manager

8741 Greenland Rd
Vancouver, BC V8P 2O4

Dear Mr. Mixo,

I hope you're having a great week!

I'm reaching out because I am in the process of applying for a Project Management position at Provincial Health Services Authority (PHSA), and wanted to ask if you would be comfortable with writing a strong letter of recommendation on my behalf.

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8th August 2022

Tee Higgins- Senior WR/Operations Manager

8741 Greenland Rd
Vancouver, BC V8P 2O4

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