

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 accrual.
- 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>