**Example Job Description: Project Manager**

**Division Summary**

The \_\_\_Division of Family Practice (Division) is a local innovation in health care and part of a province-wide initiative designed to improve patient care, increase family physician influence on health care delivery and design, and enhance professional satisfaction for physicians. The Division is a non-profit society led by a Board of Directors.

**Responsibility**

Reporting to the Executive Director (or\_\_\_\_\_\_\_\_\_\_\_\_), the Project Manager is responsible and accountable for leading the implementation, evaluation, quality improvement, risk management and reporting to effectively achieve the goals of the \_\_\_\_\_\_\_\_ project/initiative.

* Complete all project plans and lead the implementation and evaluation through the effective engagement with division members, staff, contractors, participating physicians, and community and health authority stakeholders.
* Monitor project progress and finances, recommend modifications of project plans and/or budget as needed, and lead any refinement process
* Ensure delivery of the project is consistent with agreements, requirements and goals, and in compliance with division policy and processes
* Coordinate the duties and responsibilities of the program team to fulfill the project deliverables, and meet regularly to provide support, monitor progress and participate in project activities, where necessary and appropriate
* Ensure comprehensive program evaluation by working closely with project evaluator to ensure thorough and timely collection and analysis of data, and preparation of interim and final evaluation reports
* Ensure that the security and confidentiality of all data is maintained consistent with provincial regulations and division policy
* Utilize project data to prepare quarterly progress reports for submission and inform continuous quality improvement and refinement of each project. Document quality improvement processes and changes.
* Prepare a monthly progress report to the Executive Director on all project activities, and assist to develop internal reporting forms and processes
* Meet regularly with Executive Director for direction and to provide project updates, and inform the ED on a proactive basis of events, issues or concerns that arise from the delivery of the project and that may be of interest or importance to project teams and/or the Board
* Act as an ambassador for the division and its Mission and Values

**Qualifications**

* University degree (masters preferred) in a discipline related to project management, social sciences, healthcare, business administration or organizational design
* Minimum 5 years’ experience in project management, with proven ability to plan, lead, implement, manage and evaluate projects and inspire positive change
* Strong skills in systems thinking and strategic program and partnership development
* Collaborative team leadership style with exceptional interpersonal communication, relationship building and problem solving skills
* Excellent organizational skills and ability to prioritize and manage multiple tasks to meet quick deadlines with quality output
* Demonstrated technical and analytical skills with the ability to extract and analyze large datasets for the purpose of identifying patterns, trends and relationships
* Adept at presenting complex information and recommendations in simple, clear summaries, both verbally and in writing
* Fundamental knowledge of survey data and assessment tools, and data management and analysis
* Knowledge of the BC healthcare system and experience working in a primary healthcare setting or experience working with physicians and/or allied health care providers is an asset
* Cultural awareness and competency
* Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) is required and project management is an asset
* Valid driver’s license required with access to a vehicle for local travel