

EMPLOYMENT OPPORTUNITY

Program Manager Full-time

The Opportunity

The White Rock–South Surrey 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.

The Division is seeking a **Program Manager** who will be integral to the organization.

Responsibility

Reporting to the Executive Director, the Project Manager is responsible and accountable for leading the implementation, evaluation, quality improvement, risk management and reporting to effectively achieve the goals of various programs and initiatives.

- 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 project 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 project 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
- 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 Executive Director 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 in a discipline related to project management, social sciences, healthcare, business administration or organizational design/development
- Minimum 2 years of experience in project management, with proven ability to plan, lead, implement, manage and evaluate projects and inspire positive change
- Strong skills in strategic project 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
- 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
- Available to attend late morning and evening meetings

The position will be 37.5 hours per week, Monday to Friday, generally 8.30 am to 4.30 pm (with occasional early morning and evening meetings).

Applications by email, please, to: wrssdfp@divisionsbc.ca

May 25, 2020