

Position Title:	Project Manager	Finalized Date: November 3, 2020 Revised: Approved: November 3, 2020
Department:	Data, Product and Project Management	
Reports to:	Director – Data, Product and Project Management	
Positions Supervised:		

Statement of Purpose: The Project Manager will complete assigned projects within the constraints of schedule, resources, and requirements while achieving a high level of quality. They will prepare, maintain, and regularly forecast and report progress against a comprehensive and realistic project plan. The Project Manager will employ critical thinking and knowledge of data-centric analytics projects and IT-related projects to identify and quantify potential delays and risks, preferably before they occur. They will collaborate with all team members, contractors, vendors, and stakeholders to identify and implement strategies to ensure the project tracks to plan and overcomes challenges. The project manager will conduct value analysis and guide the DPPM/IT department towards achieving their objectives/goals.

Nature of Position: The position is required to provide a high-quality standard in every aspect of the department's operation and service in keeping with the organization's policies and procedures. Extensive knowledge and skill are required in technology (i.e., relational databases, Internet technologies, and various computer software applications), data management, report development, and oral/written communication. Quality control is maintained through the standardization of methods and attention to detail. Participation in provincial and regional service system planning processes, liaison, and coordination with key stakeholders such as ministries, LHINs, service providers, DATIS, provincial groups, and umbrella organizations is required.

Core Competencies Required:

- Excellent leadership skills
- Excellent customer relationship management skills
- Excellent information management skills
- Excellent communication and organizational skills
- Understand IT-related processes and functions
- Competent technical and software development knowledge

- Understand Project Management Methodologies
- Expertise in developing, integrating, and managing IT support environments

Key Relationships:

- Externally, the Project Manager will have contact with various staff levels at mental health and addictions organizations, Ministry staff, LHIN staff, and DATIS staff.
- Internally, the Project Manager will have extensive contact with the Health Data Liaisons, the Director-Data, Product and Project Management, the IT Department, the Information and Referral Services department.

ESSENTIAL DUTIES AND RESPONSIBILITIES	PERFORMANCE MEASURES
<ul style="list-style-type: none"> • When dealing with a person with a disability, the employee shall do so in a manner which complies with all of the organization's policies, practices, and procedures. 	<p>The employee complies with all internal policies and procedures and is committed to serving all Ontarians. The employee has completed training on and understands the Accessibility for Ontarians with Disabilities Act (AODA), as well as responds appropriately to the needs of clients and others.</p>
<ul style="list-style-type: none"> • Provide project management for division projects, including; project charter development with project objectives/parameters, a detailed schedule of deliverables, project plans/timelines, project resource requirements, process mapping, information definitions, and developing best practices and tools for project execution and management. 	<p>Ensure project documentation are up to date and captures appropriate requirements. Various project levels are clearly defined, documented, and communicated to the project team/stakeholders.</p>
<ul style="list-style-type: none"> • Guide the IT team with workload management, solutions, and planning/implementation of IT related projects. 	<p>Collaborate with the IT team to achieve department/organization outcomes.</p>
<ul style="list-style-type: none"> • Define and execute project management activities to ensure timely and quality deliverables; prepare regular project status reports, conduct project status meetings with project teams; develop, monitor, analyze, and report key performance indicators to measure project requirements. 	<p>The progress of the project deliverables is monitored and delivered in a timely manner. The project team and key stakeholders are informed and kept up to date.</p>
<ul style="list-style-type: none"> • Represent the department on project teams as required. 	<p>Participate in project meetings and committees.</p>

<ul style="list-style-type: none"> Analyze and identify trends in the health sector; monitor emerging trends in technology, service systems, and the community. 	Takes initiative to learn about emerging technology and trends in healthcare.
<ul style="list-style-type: none"> Collaborates with the Internal Staff in the ongoing analysis and improvement of the database, including identifying: new data requirements, database design and functionality issues/enhancements, database normalization irregularities, and procedural changes that may affect the collection of data or the efficiency of information retrieval. 	Ensures database information system meets users and organization requirements.
<ul style="list-style-type: none"> Identify methods and technology for data gathering, data management, analysis, and dissemination. 	Ensures database information system meets users and organization requirements.
<ul style="list-style-type: none"> Collaborate with stakeholders to develop and implement standardized policies, procedures, protocols, and evidence-supported practices based on project outcomes. 	Actively participates by contributing to the unity and productivity of the team. Actively supports other departments and maintains policies and procedures of ConnexOntario.
<ul style="list-style-type: none"> Perform other duties as assigned. 	Actively participates in other duties.

Working Conditions:

This position requires the ability to continually multi-task while meeting multiple deadlines. This position requires a high degree of concentration and alertness when problem-solving. High visual usage required for reading technical materials and all other literature. High visual usage required reading computer screens for medium periods of time. Requires ability to write, listen, and interpret simultaneously. Requires ability to listen, interpret and utilize computer simultaneously. The position requires fine hand movements when working with computers. This position requires travel.

Requirements and Specifications:

- Degree or Certificate in Project Management or CompITA Project +
- Demonstrated understanding of concepts and methodology related to project management, data and Analysis
- Knowledge of standard statistical software packages & proficiency in data query and analysis.

- Three (3) years of recent related experience required.
- Proven ability to interpret and explain complex technical and methodological information.
- Proven track record of influencing decision-making within a project management framework.
- Proven ability to foster a cooperative work environment with multiple, cross-functional stakeholders.
- Experience leading/supporting cross-sector projects with complex/comprehensive deliverables and outcomes, and multiple stakeholders.