is currently seeking a full-time (Contract)
Project Manager

Program Overview:

The eHealth Centre of Excellence (eCE) develops, implements and advances digital health tools and services to better serve patients and clinicians across Ontario. The eCE advocates for the continued and improved use of technology to enhance the connection and relationship clinicians and patients have with each other and with the Ontario and Regional healthcare system. This initiative is supported by the deployment of digital health technologies such Electronic Health Records, eReferral, eConsult, Virtual Visits, Tablets, Robotic Process Automation (RPA), along with collaborative partnerships with regional and provincial agencies. Critical to the success of eHealth initiatives is working with system partners to support priorities that ensure the best care for patients. The eCE's founding vision is one of innovation and partnership, with a mission to create a collaborative space used to share knowledge, develop best practices and utilize technology to enrich clinical care.

Position Description:

The Project Manager is responsible for the implementation of the components required to fully support eHealth initiatives. The Project Manager will be responsible for the planning, development and coordination of all aspects of the project to ensure deliverables are met on time, within budget and within scope. The Project Manager will report regularly on the program status to eHealth Centre of Excellence leadership team

Key Roles and Responsibilities:

- Responsible for project delivery in accordance with defined scope, schedule and budget
- Develop and maintain full scale project plans
- Liaise and communicate with internal team and external stakeholders and ensure project expectations are communicated in a clear and effective manner
- Estimate the resources required to meet project goals, delegate activities and manage workloads
- Identify and resolve issues within the project team
- Plan and track project milestones and deliverables
- Develop and deliver project reports, proposal, requirements documentation and presentations
- Manage and mitigate project risks, issues, open items, and concerns
- Work collaboratively to develop technology standards, governance structure, business policies and performance and evaluation metrics

- Represent the project in a professional manner at all times
- Lead and participate in stakeholder engagement and communication activities
- Provide regular status reports and updates
- Perform other duties as required to facilitate the successful completion of the project

Experience, Skills and Qualifications:

- University degree or equivalent experience in Health Informatics, Information Technology, Information Management, Business or related field
- Minimum of 5 years of direct project management including projects of similar scale/scope
- Previous eHealth experience in Ontario at the provincial, regional, or HSP levels
- Demonstrated experience working within primary care
- Demonstrated knowledge in LEAN/Six Sigma and working knowledge of IHI improvement model
- Strong communication skills (written and oral)
- Demonstrated interpersonal skills
- Project management certification an asset

If this position is of interest to you, please send your cover letter and resume to: Human Resources at hr@ehealthce.ca

Feel like you don't meet all the requirements? If you have some of the skills and experience that we're looking for and are willing to learn the rest, we encourage you to reach out to us!

The eHealth Centre of Excellence team is a respectful and inclusive workplace. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact Human Resources at hr@ehealthce.ca for assistance.

We thank all interested applicants; however, due to the volume of resumes we receive only those selected for an interview will be contacted.