



is currently seeking a **PROJECT MANAGER**
to join the eHealth Centre of Excellence for a contract position

Program Overview:

The eHealth Centre of Excellence strives to work at both the provincial and local level to move eHealth initiatives in Waterloo Wellington forward. The Centre's founding vision is one of innovation and partnership: to create a collaborative space in which to share knowledge, develop best practices and enable technology to support improved clinical care. Critical to the success of eHealth initiatives is working with system partners to support priorities that ensure the best case for the residents of Waterloo Wellington.

Position Description:

Reporting to the CFFM eHealth Centre of Excellence Vice President, Corporate Services and Operations, the Project Manager is responsible for the implementation of the components required to fully support eHealth initiatives in the Waterloo Wellington LHIN. 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, LHIN, 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 submit your cover letter and resume to: hr@family-medicine.ca

The CFFM Care Innovations 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@family-medicine.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.