



is currently seeking a full-time
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. The eCE meets our goals by supporting the deployment of digital health technologies such as eReferral, eConsult, Virtual Visits, Tablets, EMR best practice tools, 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 be the leading, trusted, digital health partner for primary care and integrated patient care.

Position Description:

Reporting to the Project Management Office,, the Project Manager will be responsible for the planning and management of assigned projects through every stage of the project lifecycle. The Project Manager will build relationships with internal and external resources, effectively communicate with project stakeholders, including expectation management, status updates, formal reporting and meetings, and report regularly on the project status to leadership.

Key Roles and Responsibilities:

- Responsible for project delivery in accordance with defined scope, schedule, and budget
- Utilize formal and informal project management methodologies, tools, and techniques to coordinate project work (e.g. Asana)
- Liaise and communicate with internal team and external stakeholders (e.g. clinical partners, vendors) and ensure project expectations are communicated in a clear and effective manner
- Coordinate the development and approval of project documents (e.g. BRDs, RACIs, charters, etc.)
- Assess risks, issues, open items, and concerns and assist in the development and deployment of mitigation strategies
- Work with clinical partners to identify workflows, clinical value propositions and business requirements in the context of technology initiatives
- Plan and track and coordinate the execution of project milestones and deliverables
- Work collaboratively to bring projects into alignment with technology standards, business policies, and evaluation metrics

- Represent the project in a professional manner at all times
- Lead and participate in stakeholder engagement and communication activities
- Collaborate and communicate internally, to ensure the project aligns with, and leverages existing programs, initiatives, and resources
- Perform other duties as required to facilitate the successful completion of the project

Experience, Skills and Qualifications:

- Post-secondary education in Health Informatics, Information Technology, Information Management, Public or Business Administration or equivalent combination of education and experience
- Minimum of 2 years of direct project management experience, including projects of similar scale/scope
- Project management certification an asset
- Previous digital health experience in Ontario at the local, regional, or provincial level
- Demonstrated experience working with healthcare stakeholders and vendors
- Demonstrated knowledge of health information systems, technology, and software
- Excellent written and verbal communication and interpersonal skills with the ability to work with business stakeholders to achieve project goals
- Demonstrated ability to communicate and manage competing priorities
- Demonstrated experience quickly building and maintaining effective and productive working relationships in complex, multi-stakeholder healthcare environments
- Ability to work in a diverse and fluid working environment, recognizing that different opinions and backgrounds can bring strength to the tasks at hand
- Demonstrated ability to set priorities, identify issues and respond with solutions
- Strong organizational skills and attention to detail
- Ability to travel within Ontario as required

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.

The eHealth Centre of Excellence team is committed to employment equity. We encourage applications from all qualified candidates including, 2SLGBTQ-identified persons, persons with disabilities, First Nations, Inuit and Métis individuals, and members of Black and other racialized communities, and individuals who speak languages other than English.

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