

General Information	
Position Title: Project Manager (1)	Department: BC SUPPORT Unit, part of Health Research BC
Reports to: Program Director	Classification: Full-time, Temporary (Maternity Leave)

Applicants are encouraged to review the 'How to Apply' section of this posting, prior to submitting their documents

Position Purpose & Overview

The Project Manager is a key member of the BC SUPPORT Unit, part of the newly-formed Michael Smith Health Research BC (healthresearchbc.ca). The Project Manager is responsible for supporting the delivery of services by a diverse set of stakeholders. This position encompasses project management, strong stakeholder engagement, contract and agreement development, management and oversight of reporting structures. The position will play a key role in supporting positive relationship development with our diverse stakeholder groups.

Key functions include liaising with finance staff, subject matter experts and partner organizations to ensure **that** clear plans are in place and **are** being effectively managed in alignment with project management processes. The Project Manager provides expertise for small and large projects, including project development, change management, monitoring and reporting, risks, and issues management.

This individual demonstrates a standard of excellence, enjoys challenges, and is results-driven. They are also highly motivated, demonstrates the ability to use their own initiative and manages time effectively.

Key Duties & Responsibilities

- Leads the development of project plans and other project artefacts as required.
- Establishes methods to ensure effective planning, resource monitoring and reporting.
- Provides leadership in the management and oversight of agreements, ensuring that contractual terms are met and supported effectively.
- Develops and presents reports to Unit management and governance bodies; tracks, and reports project delivery.
- Engages with other team members, stakeholders, and organizations to foster positive relationships, and supports those individuals in successfully meeting their respective mandates.
- Develops, implements, and manages systems to plan, track and report on progress towards project and organizational goals and objectives.
- Proactively identifies project risks and issues.

- Plans, develops, and maintains communications including workshops, zoom calls, project board and management meetings. Will also be responsible for developing and communicating meeting material, tracking, and reporting on action items and deliverables.

Required Qualifications

Education & Experience

- A bachelor's or master's degree in business, health sciences, or a related discipline.
- Formal project management training, such as the Project Management Institute PMP or Prince 2 Certification, is considered an asset.
- Three to five years of experience working in a complex working environment dealing with multiple stakeholder groups.
- Experience supporting non-profit organizations and working with government organizations is considered an asset.
- Advanced Outlook, Word, Excel, PowerPoint skills, project management software and with the ability to produce documents and reports with accuracy and speed.
- OR equivalent combination of knowledge, education, training, and experience.

Competencies: Skills, Knowledge & Personal Characteristics

- Ability to develop and implement project plans, change management plans, risk management plans.
- Strong interpersonal skills and ability to lead program and organization staff, patients, academic communities, health authority staff, community partners and the general public.
- Strong organizational, time management, and prioritizing skills with the ability to multi-task and manage competing priorities.
- Strong written and oral communication skills needed to successfully and respectfully interacts with internal and external stakeholders.
- Self-directed and able to work independently.
- Strong supervisory skills and experience.
- Skilled in evaluating, improving, and streamlining complex work processes.
- Ability to maintain high levels of confidentiality and sensitivity with regards to client/stakeholder needs.
- Strong understanding of how to work as a team player within a multi-stakeholder health research environment, with few guidelines available.
- Interests in developing and supporting new initiatives, and in patient-oriented research.
- Interest in working in a respectful environment where patients are a focus of the mandate.

*This job profile outlines the key responsibilities for the roles and is not meant to be exhaustive. It should be understood that the activities, responsibilities, and obligations of this position may be modified from time to time, through discussion between the Supervisor and/or **Unit** Director and the incumbent, in order to effectively meet the requirements of the Society.*

How to apply

If you meet our qualifications above and relish the opportunity to collaborate as part of a team to positively impact the health of British Columbians, we want to hear from you.

Please respond with cover letter and resume to: [hr@\[@\]bcsupportunit.ca](mailto:hr@[@]bcsupportunit.ca) with the subject line 'Project Manager.'

Resumes will be accepted until the role is filled.

The BC SUPPORT Unit thanks all applicants for their interest. Due to the high volume of applications received, only short-listed candidates will be contacted.

