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#BeTheReason

- **Job ID #30318: Project Manager, Continuous Improvement - PHS**
- **Union:** CUPE Local 1041
- **Job Description ID #:** 6039
- **Close date:** Interested applicants please submit your application online at www.hamilton.ca/city-council/jobs-city by 4:00 p.m. on **September 25, 2024.**
- **Duration:** This vacancy is for a period of up to 6 months.
- **Internal applicants should apply with your work e-mail address.** External applicants are considered only after the internal posting process has been completed. Only applicants chosen for an interview will be contacted.

SUMMARY OF DUTIES

Reporting to the Manager, Data Management (PHS), the Project Manager is responsible for managing projects and is accountable for ensuring that project management duties are delivered through the effective and efficient use of financial and internal and external human resources.

The primary focus for this position is implementation of strategic assignments to support continuous quality improvement of Public Health's programs and services.

Managing projects in a variety of staff resource configurations, or working as a sole contributor, the Project Manager is accountable for ensuring that assigned projects are delivered with due consideration to the identification and control of project scope, schedule, cost and the management of associated risks. The Project Manager provides leadership, guidance, technical competence, innovative problem solving, and achieves results through effective teamwork.

The Project Manager uses a "best practices" approach in seeking new methods, systems, research and analysis to support continuous improvement in the delivery of services provided by Public Health Services.

The Project Manager investigates and recommends innovative/creative policies and business processes for improving organizational effectiveness and efficiency.

GENERAL DUTIES

Manage specific projects and investigative assignments such as business process reviews, process improvements or re-engineering, implementation of software to support re-designed business processes, cost-benefit analyses, benchmarking studies, assessment of service delivery compliance with legislated standards, accreditation, training and employee development program, department's performance measurement and monitoring frameworks.

Define and document project requirements and develop the project charter, scope, deliverables, timelines, resource requirements, and identify project risks. Confirm and secure funding and commitment from the project sponsor, stakeholders and project team members.

Responsible for project plan development and project resource planning along with the following:

- identification of project tasks
- estimated costs
- project schedules
- milestones and budget
- identification of project resources and skill requirements
- recruit project staff, coordinate and assign work
- determine allocation of financial resources to project tasks

Promote teamwork and provide direction to cross-functional teams, provide clearly defined goals and objectives, provide advice to staff on project issues and problem resolution. The project team may involve external stakeholders.

Negotiate with vendors and contractors for supply of services.

Prepare oral and written presentations to management and Board of Health and report regularly on the status of projects, milestone achievement, fiscal status, change and risk management. Prepare recommendations and outline preferred course of action. Prepare written reports to funders as required.

Administer and monitor the budget for projects in accordance with established Corporate and Public Health Services' procedures, ensuring that project expenditures are within budgeted levels.

Conduct project evaluations. Evaluate project success and submit process improvement recommendations to manager.

Identify project assets and barriers and prepare background research.

Prepare Requests for Information (RFI) and Requests for Proposals (RFP) to access external expertise when required. Prepare letters of agreement with external consultants and manage contracted work.

Maintain professional competence in the discipline of project management.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned by the Manager, which are directly related to the normal functions of the job as defined.

QUALIFICATIONS

1. Demonstrated competence in project management, process improvement, business planning, business analysis, fiscal management, performance measurement and evaluation, normally acquired through a degree in business, or public administration, or related experience or related discipline pertinent to the job functions combined with project management experience.
2. Knowledge and/or experience in the relevant public health field.
3. Excellent written and verbal communication skills, facilitation skills and presentation skills.
4. Experience in team leadership and mentorship, with highly developed negotiation and conflict resolution skills.
5. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.
6. Progressive experience in project management in a unionized public or private sector organization.
7. Project Management designation an asset.
8. Competence with the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Familiarity with Visio, Microsoft Project, web-based and statistical software and applications an asset. Progressive work experience / knowledge with technology and databases.

NOTE: The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of the Staff Immunization and Surveillance Policy and Procedure.

Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

Location Hamilton, Ontario (Hybrid)

Department - Healthy & Safe Communities

Employment Type - Temporary, Full-Time

Compensation - \$49,086 - \$54,540