



JOB POSTING

PROJECT MANAGER STRATEGY & TRANSFORMATION OFFICE

Reporting to the Sr. Director, Change & Project Management, the **Project Manager** is responsible for managing, executing and implementing large scale multi-disciplinary projects in partnership with the business. The Strategy & Transformation Office Project Manager is also responsible for identifying, developing, managing and implementing changes to business processes to support project delivery.

Key Responsibilities:

- Manage multiple projects in parallel as approved by Senior Management Team with a focus on Tier 1 projects;
 - Manages the project scope and implementation of the project deliverables with the project resources throughout the project lifecycle;
 - Oversees the scheduling and budgeting/cost estimations for projects;
 - Monitors project progress and movement between phases;
 - Ensures projects are delivered on time, within scope and on budget;
 - Assists project resources with resolution of dependencies to ensure the project objectives are met and expectations are aligned amongst all stakeholders;
- Champions the use of standard project management practices as defined by Strategy & Transformation Office PMO to ensure consistency and predictability in project execution;
 - Develops and utilizes throughout the project implementation the required project documentation, including project charter, workplan, risk and issues documents, progress tracking, post-implementation review, and project and staff communications;
 - Provides updates on project progress to the stakeholders on a regular basis and as defined by the project charter;
 - Ensures mitigation plans are properly identified, solutioned and implemented to manage project risks;
 - Acts as a subject matter expert on PMO governance / adherence to the PMO processes for other departments;
- Monitors all project related risks and issues, change challenges, develops options and mitigation plans for review by Senior Director, Change and Project Management;
 - Supports trend analysis of project issues and risks to continuously improve standard STO PMO practices;
- Directs external vendors and vendor resources to meet and exceed project and portfolio objectives;
- Assists with management of the STO Project Portfolio and Strategic Plan, aligning priorities for projects with the Senior Management Team;
- Supports use of project management software to enable greater automation of STO PMO process to reduce effort for other project staff.

The successful candidate will have:

- 10+ years' experience including large scale initiatives with multi-disciplinary teams.
- Project Management Professional designation.

- Information Technology Infrastructure Library (ITIL) knowledge.
- Experience with systems development lifecycle, change management theory and practice, and technology adoption.
- Experience with systems development IT projects and integrations approaches/platforms. (Experience with Microsoft platforms and tools, ERP, CRM, enterprise application systems)
- Experience with business partnering and business relationship management.
- Knowledge of PMO processes and standard project management methodology (PMI).
- Ability to lead a team of cross functional resources through change and manage expectations of multiple teams.
- Ability to collaborate with all areas of technology and experience with working in multiple stakeholder groups.
- Experience with Business Analysis procedures, documentation and requirements gathering techniques.
- Experience in vendor management or related discipline.

Interested candidates should forward their cover letter and resume to the Human Resources Department at hr@oma.org by no later than December 7, 2018.

Ontario Medical Association is an equal opportunity employer. We will accommodate your needs under the Ontario Human Rights Code.