JOB POSTING

**PROJECT MANAGER, BUSINESS PLANNING ANALYST
TECHNOLOGY**

The **Project Manager/Business Planning Analyst** is responsible for managing, executing and implementing Information Management (IM)/ Information Technology (IT) projects in partnership with the business.

Working as the subject matter expert in this area, you will be making a difference by:

- Managing multiple projects in parallel, as approved in the IT Operating Plan and portfolio of related projects.
- Developing and utilizing the required project documentation throughout the project implementation.
- Directing external vendors and vendor resources to meet and exceed project and portfolio objectives.
- Monitoring all project-related risks and issues, change challenges, develops options and mitigation plans.
- Meeting regularly with business stakeholders to prioritize activities, understand future business needs, manage expectations and align priorities with the Director, Technology Business Office.
- Creating and managing a resource requirements plan to facilitate the project portfolio and work with the Director, Technology Business Office, to ensure resources are assigned to support the projects and initiatives prioritized by the business application owners.

Behaviours that are important to us:
- **Respect:** We treat everyone with dignity, and value diverse experience and perspectives.
- **Innovation:** We seek opportunities to be creative and explore future possibilities
- **Boldness:** We courageously pursue best practices, new ideas, solutions and opportunities to improve.
- **Responsiveness:** We listen to understand and connect.
- **Transparency:** We are genuine and candid in our interactions, and we hold ourselves accountable.

Preferred Qualifications:

Required Designations/ Certifications/Licenses	• Project Management Professional (PMP) certification and license.
Asset Designations/ Certifications/Licenses	• LEAN/Lead Kaizen/Design Thinking • Information Technology Infrastructure Library (ITIL) certification and knowledge.

Specialized 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 • 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

About Us

The Ontario Medical Association (OMA) advocates for and supports doctors, seeking to strengthen their leadership role in caring for patients. We continually seek to be the trusted voice in transforming Ontario's health-care system by courageously pursuing best practices, new ideas, solutions, and opportunities to improve.

Getting in Touch

To find out more about us, visit www.oma.org/careers. Interested candidates should forward their cover letter and resume to hr@oma.org.

Diversity and Inclusion

The Ontario Medical Association is committed to an inclusive, equitable and accessible workplace. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status. We will accommodate your needs under the Ontario Human Rights Code.