



## HEALTHCARE TECHNOLOGY PROJECT MANAGER

### POSITION SUMMARY:

The Project Manager will lead complex and technically focused projects of medium to large scope/budget within a multi-site and/or regional environment using best practice project management methodology and tools.

The Project Manager's responsibilities include managing multiple projects concurrently, planning, developing and coordinating all aspects of their assigned projects with the achievement of successful delivery; on time, on budget, and within scope.

### WHAT YOU'LL DO:

- Manage and lead project development from beginning to end
- Define project scope, goals and deliverables in collaboration with senior management and stakeholders
- Develop full-scale project plans and associated communications documents
- Effectively communicate project expectations to project team members and stakeholders
- Estimate the resources and participants required to achieve project goals
- Draft and submit budget proposals, and recommend subsequent budget changes where necessary
- Set and continually manage project expectations with project team members and applicable stakeholders
- Identify and resolve issues and conflicts within the project team
- Identify and manage project dependencies and critical path
- Plan, schedule and track project timelines and milestones using appropriate tools
- Develop and deliver progress reports, proposals, requirements documentation, and presentations
- Proactively manage changes in project scope, identify potential issues/risks, and devise contingency plans
- Define project success criteria and disseminate them to involved parties throughout project life cycle

### MUST- HAVES:

- Three (3) year University Degree or equivalent experience in Public Administration, Health Informatics, Information Technology, Information Management, Business Administration or related field
- Minimum four to six (4-6) years direct project management experience

**Company:** TransForm Shared Service Organization

**Location:** Remote Work with on-site presence at client locations Windsor/ Chatham/ Sarnia, ON

**Posting Period:**  
May 16 to May 31<sup>st</sup>, 2023  
Closed at 4:00 pm

**Employment Type:**  
Temporary, Full-Time  
One Year Contract

**Benefits:** Pension, Wellness Days, Vacation and more. Visit our [website](#) for more details

**Scope:** Internal & External

**Conditions:** Current business reference checks, vulnerable sector police clearance, and immunization medical clearance



## **WE VALUE:**

- Certified Project Management Professional (PMP) or Masters Certificate in Project Management an asset
- Applicable industry experience in leading projects that support client groups such as Healthcare, Telecommunications, Information Technology, Information Management, etc.
- Familiarity with project management software, such as Eclipse or Microsoft Project and Microsoft Office products, such as Word, Excel, PowerPoint, etc.
- Experience establishing and maintaining effective relationships with stakeholders, vendors and team members

## **OTHER CONDITIONS:**

- Minimal exposure to disagreeable conditions typical of an office position: exposed to stress and pressure associated with multiple priorities and deadlines
- Must be able to travel within the Southwestern Ontario area, when required
- Must be able to work evenings and weekends, when required

## **ABOUT US:**

TransForm Shared Service Organization, a non-profit, unique, innovative, results-driven organization founded by hospitals in the Erie St. Clair region. Our services include: information technology and information management support, sourcing and contract management, purchasing and logistics services, as well as project management. Our Mission is to deliver exceptional service and create new innovative ways to support the health system by enhancing value and improving patient outcomes. If you are service oriented, dedicated to exceeding performance expectations and interested in reaching your full potential, TransForm is for you! We welcome and appreciate your interest in our organization.

Want to know more about TransForm? Visit our [website!](#)

## **TEAM BEHAVIOURS:**



## **HOW TO APPLY:**

- ✓ Please email a copy of your cover letter and resume to [HR@transformssso.ca](mailto:HR@transformssso.ca).
- ✓ Reference the job and where you found the job posting in the subject line of the email.

TransForm is an equal opportunity employer and is committed to fair and accessible employment practices that attract and retain employees. Upon request, accommodations for disabilities will be provided to support participation in all aspects of the recruitment process.

By applying to this position, you are confirming you possess a Canadian citizenship or a permanent resident status or work permit.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

TransForm is currently not accepting applications or solicitation from recruitment agencies. Thank you for your cooperation.

## **STAY CONNECTED TO US:**

Follow us on [LinkedIn](#), [Facebook](#), [Indeed](#) and [Twitter](#) for the latest job postings and news!