



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

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PROJECT MANAGER

Job ID	26360-6330	
Web Address	https://careers.indigenous.link/viewjob?jobname=26360-6330	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-05-14	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Job Title: Project Manager Band: L Mosaic Job #: 006218
Department: Office of the Dean & VP, Faculty of Health Sciences Leadership Level:
Reports To: Dean & VP, Health Sciences and AVP, Corporate Services Job Family:
Department, Unit or Project Description: McMaster University's Faculty of Health Sciences (FHS) is unique as the only Canadian university that combines, in one Faculty, schools of medicine (including two regional campuses), nursing, rehabilitation science, and the programs of midwifery, bachelor of health sciences, physician assistant and postgraduate health sciences education. As part of FHS's continued pursuit of excellence, we believe in interprofessional collaboration, commitment to our communities, accountability and responsibility, innovation, excellence, integrity and respect, and optimism.

Job Summary: The Project Manager is accountable for managing and coordinating projects in support of Faculty strategic initiatives as identified and supported by the Dean & Vice President (VP) & Assistant Vice President (AVP). The incumbent is responsible for project development, planning, implementation, communication, and outcome information management. This will be accomplished by creating and managing strategic project plans, exhaustive research and literature searches, analysis and synthesis of research, applying best practices, and ensuring that results are achieved in an effective and efficient manner. In addition, this role is responsible for ensuring timelines are met and activities are delivered in accordance with approved budgets. The Project Manager is required to work collaboratively with a wide range of partners and stakeholders across departments, programs and schools. While reporting to the AVP, the incumbent also works with the Dean and Vice-President, FHS, Associate Vice-President, Academic, Vice Deans, Department Chairs and other Senior Leaders of the Faculty on a broad range of tasks internal and external to the Faculty and University.

Accountabilities: Manages multiple, large-scale projects that impact the Faculty of Health Sciences. Consults with, advises, and leads other project participants. Develops project plans and monitors progress toward desired outcomes. Establishes project schedules, ensures conformance to plans and revises as appropriate to meet changing needs and requirements. Plans appropriately and shifts direction if current procedures do not allow for sufficient progress. Assumes responsibility for project outcomes; monitors all aspects of the project and analyses progress. Conducts research, collects data from internal and external sources, compiles, processes and synthesizes data and interprets results in order to meet the needs of the Faculty. Provides information, support and advice to relevant parties. Develops, analyzes and reviews information (books, articles, published reports and policy) in order to prepare comprehensive reports, executive summaries and correspondence for distribution. Investigates specific issues and develops appropriate recommendations and responses. Provides support for decisions through the preparation of presentations suitable for senior executives, background papers, briefing notes and business plans on various topics. Supports the development, planning and identification of growth and strategic opportunities identified by the Assistant Vice President, by collecting relevant data, researching best practices and trends, and obtaining relevant feedback from internal and external stakeholders. Provides insight and advice to ensure Faculty needs and priorities are effectively addressed and strategic objectives are met. Forms concrete action plans and monitors projects to ensure they continue to address Faculty priorities and move the FHS Strategic Plan forward. Performs ongoing research to maintain up-to-date knowledge of best practices, trends, and resources as applicable to the strategic needs of the Faculty. Identifies learnings, and shares knowledge by acting as a resource to others in FHS. Identifies and interviews appropriate stakeholders and develops tools (i.e., questionnaires) to expedite sharing of information and assesses, analyzes and presents results. Prepares briefing materials for senior management based on research, analysis of information and data from internal and external sources that are aligned with the strategic direction of the Faculty. Decides on significance of problems and who should assume responsibility for their resolution. Develops a range of solutions to a given problem, identifying potential risks and benefits of each and determines best option. Analyzes, summarizes and makes conclusions regarding information and policy. Finds solutions to unanticipated problems, within guidelines, and decides whether complexity of the problem warrants the involvement of more senior staff. Determines how problem and solution will impact project development. Oversees communication initiatives related to projects. Acts as a resource person, liaison, and communicator. Prepares and delivers presentations to the senior executive team of the Faculty. Coordinates the flow of information and directs data appropriately. Reviews and analyzes reports, briefs, and other sources of information and composes related correspondence and documents. Ensures information is accessible to others. Acts as contact person and collects, formats and disseminates information to others ensuring information is clear, correct, and in a form suitable to its intended audience. Determines what information should be distributed, to whom, and in what format. May assume responsibility for project staff and organizes work in order to make the most efficient and cost-effective progress towards project goals. Performs related duties as assigned.

Qualifications: Education: Bachelor's degree in business or other applicable field MBA or Masters of Health Services and/or equivalent work experience

Experience: 5+ years of related experience Experience managing complex projects that are strategic in nature and faculty-wide in scope Strong research, analytical and problem solving skills with the ability to exercise mature judgment Excellent verbal, written, presentation and interpersonal skills Ability to work independently and creatively with limited resources and minimal direction Ability to grasp the big picture and quickly synthesize information Demonstrated ability to work with and support cross-functional and cross-professional project teams Exceptional research skills and

demonstrated knowledge and experience synthesizing research and providing recommendations Demonstrated ability to understand a business need and develop, present and discuss solutions and scenarios that solve the business problem Ability to facilitate a number of projects simultaneously

Knowledge/Skills: Strong business acumen Familiarity with project management approaches, tools and phases of the project lifecycle Solid understanding and broad-based knowledge of Faculty of Health Sciences academic departments, schools, organizational culture, and its vision, mission and values Knowledge of governance, systems and decision making processes at McMaster University; a comprehensive understanding of McMaster University's Policies and Procedures is essential Solid foundation in organizational change management methodology and principles and the ability to translate them into standard business practice

Leadership Effectiveness: McMaster's core leadership capabilities are designed to nurture employee engagement through best people practices. All leaders will demonstrate these Leadership Capabilities by: Taking a Strategic Approach; Communicating and Collaborating; Developing People; Investing in Relationships; Championing Change and Innovation; and Driving Results.

For more information, visit McMaster University for PROJECT MANAGER