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.Links 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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PROJECT COORDINATOR

Job ID	**52080-1319**
Web Address	https://careers.indigenous.link/viewjob?jobname=52080-1319
Company	McMaster University
Location	Hamilton, ON
Date Posted	From: 2023-01-23 To: 2050-01-01
Job	Type: Full-time Category: Education

Description

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement.Join our team in the Department of Radiology at McMaster University! We have an exciting opportunity for an experienced Project Coordinator to join our team and support the many major initiatives/projects our department is currently working on to propel us to new heights and deliver on our strategic plan. If you’re an experience project coordinator with a mindset of curiosity, value the project life cycle, and have a willingness to charter new territory and build something new, this is a great opportunity for you to explore. This position is a hybrid role, with a combination of in-office and remote work. About McMaster University Ranked as one of the world’s top 70 universities, McMaster University is known for teaching and research excellence. In our teaching, research, and scholarship, we are committed to creativity, innovation, and excellence. We value integrity, quality, inclusiveness, and teamwork in everything we do. McMaster consistently ranks among the top universities in Canada for its research initiatives and is one of four Canadian universities ranked as among the top 100 universities in the world.About the Department of RadiologyThe Department of Radiology consists of faculty from a regional network of hospitals and facilities and provides medical imaging teaching from undergraduate through to postgraduate students. The Department has two Royal College accredited postgraduate programs in Radiology and Neuroradiology with approximately 33 trainees per year, as well as a very strong Fellowship Programs with approximately 15 clinical and research Fellows per year. There are 7 Divisions in the Department of Radiology: Body Imaging, Breast, Musculoskeletal, Neuroradiology, Pediatrics, Interventional and the addition of Nuclear Medicine in 2020. Division Heads are responsible for the academic development of faculty members as well as standardization of procedures and protocols, quality assurance and quality control. The Department of Radiology crosses all disciplines working collaboratively with all departments of the Faculty of Health Sciences and our hospital partners across Hamilton and Regional campuses and supports international outreach with the SJHH International Outreach Program (IOP) with Guyana, Uganda and as well with Zurich and Afghanistan partners to name a few.
The Department of Radiology strives to advance excellence in research through collaborative, novel and inter-disciplinary research in the pursuit of new ideas through the systemic investigation of facts leading to a positive impact within the field of Radiology. This role will support the various projects and commitments as outlined in the Departmental Strategic Plan.   Job Summary: This Project Coordinator position is a 24 month contract and assists in implementing strategic projects in support of departmental/ faculty objectives. The Project Coordinator coordinates multiple concurrent projects, meeting high quality standards, budget constraints, timelines and to the of clients and key stakeholders. Assists in defining business processes, satisfaction developing realistic goals and ensuring a smooth implementation to ongoing business operations.
 Purpose and Key Functions:
- Coordinate multiple concurrent projects, develop and maintain project plans, prepare project status reports and keep management, clients and other project stakeholders informed of the project’s status.
- Accountable for coordinating all aspects of the project from inception to analysis and development, to production acceptance and post implementation reviews.
- Work with departmental/faculty leadership to define project components that must be completed to ensure the overall project goal is achieved.

- Work with all project stakeholders to obtain buy in and sign off to deliverables, timelines and implementation methods.
- Review and recommend project budgets, timelines and milestones for presentation to department/faculty leadership.
- Track and report on project progress between milestones.
- Identify and select development strategies to maximize the efficiency and effectiveness of project work while minimizing negative impacts on stakeholders such as managing project and task dependencies so they work together for both the business and technology strategic plans.
- Ensure proper setting of priorities, problem resolution and incorporation of changing events and conditions into the project from business, technical and political perspectives.
- Ensure that project work occurs within established budgets and time lines and communicate all issues or problems to management and all stakeholders.
- Responsible for change and its effects on project resources.
- Responsible for problems that arise in the course of projects.
- Receive and respond to time critical issues.
- Ensure that all project work is effectively integrated into current systems and, where possible, any current production problems are addressed.
- Investigate, evaluate, and recommend improvements that may be required to business practices, their applications systems, and supporting computing technology.
- Ensure that projects meet specified functionality requirements.
- Coordinate all phases of testing including, but not limited to, system, integration, acceptance and performance.
- Develop and maintain methodology, and control documentation.
- Assist with the development of project proposals and estimates.
- Facilitate effective dialog between the user community and technical staff.
- Take ownership of functional issues by identifying underlying problems, analyzing potential solutions and implementing system resolutions, including workarounds.
- Work with the systems area to determine technical approaches and technical risks for project testing.
- Work closely with departmental/faculty staff to ensure that requirements are testable.
- Identify and manage defects identified during all phases of a project.
- Resolve problems in the test, production implementation, and post- implementation phases in coordination with other technical and business groups.
- Review systems, processes, and information and provide recommendations to others.
- Liaise between the technology and support teams.
- Communicate testing results to other stakeholders.
- Facilitate effective dialog between technical staff.
- Interact with and exchange information with colleagues.
- Follow a test script and document defects.
- Prepare and review recommendations and other project initiation documents.
- Prepare and review end user and operations documentation, training materials, and timelines.
- Maintain methodology, and control documentation.
- Work collaboratively with others to achieve departmental and institutional goals. Actively participate as a member of a team to move the team toward the completion of goals.
- Research and make recommendations in best practices to the department/faculty leadership.
- Apply and enforce department change control policies and procedures.
- Remain current with policies and procedures.
- Remain current with the different levels of testing and develop simple use cases and test scripts.
- Assist staff with training when requested.

Supervision: No formal supervision of others is required.
Requirements: Bachelor's degree in Computer Science, Business, or a related field of study.Requires 4 years of relevant experience.
Assets: The ideal candidate will also possess the following:- Project Management or Lean Six Sigma Quality Improvement background is considered an asset. - Familiarity with various project delivery and change management models.- Working knowledge of project design process and configuration management preferred. - Able to read and understand project/program schedules preferred. - Capable of tracking budgets and deliverables against overall

project/program requirements.- Must be able to manage large volumes of work simultaneously. - Experience with Microsoft Office applications, specifically SharePoint, ProjectWise, Excel and PowerPoint- Experience with various social media platforms and web design is an asset.*This position is a hybrid work model with both remote and in-office work

For more information, visit McMaster University for PROJECT COORDINATOR