PROJECT MANAGER, INFORMATION TECHNOLOGY & MANAGEMENT

Job Description

Job Title: Project Manager, Information Technology and Management	**Employee Group:** Non-Union
Department: Information Technology (IT)	**Reports To:** Director, Digital Health Solutions and Information Technology

JOB SUMMARY

The Project Manager, Information Technology and Management will provide leadership to the planning, design, improvement, and implementation of initiatives related to Information Technologies and Management at St. Joseph's Health Centre Guelph and St. Joseph's Lifecare Centre Brantford. This role is vital in the planning, execution and evaluation of initiatives connecting the business need to technological and information management solutions with a focus on quality, customer satisfaction, optimization, negotiation, and strategy development across the organization, and in partnership with regional and provincial partners, funding agencies, and vendors.

KEY ACCOUNTABILITIES & SUCCESS CRITERIA

- Leads the development and implementation of IT project initiatives, ensuring that the required approvals and funding are acquired
- Manages all project activities, issues, change requests, and risks.
- Leads IT to project kick-off meetings, status meetings, issue meetings, lessons learned sessions, and project close-out meetings as required, and completes any required reporting.
- Oversees the day-to-day activities of the ongoing projects and translates strategic program objectives into operational activities.
- Acts a liaison with other departments and ensures that the work of the department is coordinated with various parts of the organization.
- Monitors project performance while advising and consulting on target goals and performance issues.
- Supports the Senior Leadership Team with project budget development, monitoring and management and ensures activities are executed and delivered within the budget; negotiating costs or changes to budget as required.
- Where required, deals with vendors or contractors, including negotiating contracts, managing issues and ensuring agreements are met.
- Supports decision making and recommends solutions prior to escalation to the Director and VP.
- Reviews and analyzes the organization's IT systems and provides recommendations for process improvements to enhance systems, information management and to enhance operational efficiencies and effectiveness.
- Proactively communicates and collaborates with internal departments and clients to keep them engaged and informed of project status and requirements.
- Plans and oversees the preparation and dissemination of all project communications

This position may be required to perform additional related job functions beyond this description.

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QUALIFICATIONS & SKILLS

- University degree/College diploma in a Computer Science/Information Systems or equivalent.
- Minimum of 5 years' experience in leading projects/programs is required, ideally in a healthcare setting.
- Demonstrated understanding of projects related to cybersecurity, O365, digital heath solutions and network infrastructure.
- Project Management Professional Certification is considered an asset.
- Strong analytical and problem-solving skills including a thorough understanding of how to interpret customer business needs and translate them into the application and operational requirements.
- Strong skills in the use of project management software applications such as Microsoft Project, Jira etc.
- Proven ability to handle complex problems that require extensive investigation and analysis.
- Demonstrated knowledge of IT processes and methods such as:
  - Application and database management, acquisition, and maintenance processes
  - Business software evaluation and acquisition processes
  - Technology infrastructure product evaluation and acquisition processes
- Progressive technical IT knowledge and knowledge of best practices in Information Technology service delivery such as SDLC, COBIT and ITIL
- Demonstrated ability in developing and maintaining collaborative working relationships,
- Excellent priority setting skills with the flexibility and adaptability to respond to shifting business needs.
- Excellent problem-solving, critical thinking, communication, and analytical skills.
- Ability to work independently, manage multiple tasks and deadlines, and solve challenging problems in a fast-paced, environment while also working collaboratively in a team environment.
- Demonstrated experience with developing performance and evaluation indicators and subsequently measuring performance against the indicators.
- Ability to foster a collaborative team approach for decision-making.

To apply for this exciting opportunity, [click here.](#)