



## **CORPORATE PROJECT MANAGER**

<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>REPORTS TO:</b>	<b>PRESIDENT &amp; CEO</b>
<b>STATUS:</b>	<b>TEMPORARY CONTRACT (1 YEAR)</b>
<b>SHIFT:</b>	<b>DAYS</b>
<b>COMPENSATION:</b>	<b>COMMENSURATE WITH EXPERIENCE</b>
<b>UNION:</b>	<b>NON-UNION</b>
<b>AVAILABLE TO:</b>	<b>INTERNAL &amp; EXTERNAL CANDIDATES</b>
<b>DATE POSTED:</b>	<b>FEBRUARY 14, 2025</b>

### **POSITION DESCRIPTION:**

Reporting to the President & CEO, the Corporate Project Manager will focus on our Corporate Strategic Plan in order to drive organizational transformation by strategically aligning project execution and governance with business/technology goals. This role will build and establish an effective Project Management Office (PMO), optimizing resource allocation, enhancing agility while managing financials, timelines, and risks. The incumbent will design and implement an organization-wide project governance framework, ensuring successful delivery of high-impact initiatives, end-to-end visibility, performance tracking, and risk management.

Accountabilities include Finance and Capacity Management and assisting the CEO in prioritization, planning, and execution. The Corporate PM will ensure timely, budget-conscious project execution, maximizing value, fostering collaboration, and continuously improving patient/resident/client delivery practices to meet/exceed stakeholder expectations and deliver measurable ROI aligned with strategic goals.

### **KEY RESPONSIBILITIES:**

- Define and establish the PMO's framework, standards, tools, methodologies, and playbooks for end-to-end project planning and management lifecycle.
- Monitor and report on corporate project progress and performance, managing escalations and ensuring overall success across all predetermined success factors.
- Build, lead, and nurture high-performing, cohesive project teams, fostering a collaborative environment that emphasizes partnership with stakeholders throughout all project phases.
- Partner closely with departmental management and executives to establish and evolve PMO project intake, execution methodology, best practices, processes, systems, and policies to ensure consistent execution and management of all projects.
- Ensure timelines are adhered to for initiatives while keeping executives aware of any significant risks concerning the timing, budget or scope.
- Bring forward the key variables for consideration in the decision-making process to Executive Leadership; outline pros and cons of viable solutions; highlight key findings from cost benefit analysis and potential risk associated with each alternative.
- Identify portfolio level resourcing issues and risks needing leadership attention.
- Assess external documents, coordinate reviews for accuracy and approval, maintaining document revisions, and implementing changes with a focus on quality and data management.
- Work with key business partners, including IT to build the project roadmap for Strategic and non-strategic projects, identifying major portfolio level milestones and deliverables.
- Develop dashboards and reports, compiling lessons learned, and ensuring alignment with HHHS corporate requirements across multiple systems.
- Provide full Project Management deliverables for corporate projects as assigned.
- Develop, monitor, and control the scope of deliverables, work plans, schedules, and budgets for all project stages.

### **QUALIFICATIONS:**

- Bachelor's degree in Business Administration, Computer Science, Engineering, or related field; MBA preferred.
- PMP Certification or equivalent required.
- 10+ years of experience in project management, with experience in a project management office.
- 5+ years of experience in healthcare environment and managing a team of project managers and/or business analysts.
- Strong knowledge of project management methodologies, tools, and techniques including hands on experience with Waterfall, Iterative, and Agile methodologies.
- Excellent communication, leadership, and interpersonal skills.
- Ability to work effectively with senior leadership and key stakeholders.
- Strong financial, analytical and problem-solving skills.
- Strong interpersonal skills including mentoring, coaching, collaborating, and team building.
- Strong knowledge and understanding of business need with the ability to establish/maintain high level of customer trust and confidence.
- Creative approach to problem-solving with the ability to focus on details while maintaining the "big picture" view.

### **SUBMIT APPLICATION AND RESUME TO:**

**Human Resources**  
**Haliburton Highlands Health Services**  
**Box 115, Haliburton, ON K0M 1S0**  
**E-mail: [hr@hhhs.ca](mailto:hr@hhhs.ca)**  
**Fax: 705-457-4609**

### **PLEASE QUOTE JOB NUMBER:**

**2025-28**

### **DEADLINE:**

**February 22, 2025 @ 1600 Hours**

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.