



# A Project Manager for a two-year initiative!

## Project Manager

- Job Type: Full time
- Start Date: **As soon as possible**
- End Date: December 2021
- Location: 601 Sixth Street, New Westminster

### Description:

We are looking for a Project Manager for a two-year federally funded initiative led by the BC Centre for Palliative Care in partnership with other key provincial organizations.

The Project Manager will oversee and manage the day-to-day aspects of the Initiative, coordinating team and activities to ensure that the deliverables and timelines are met. The Project Manager will report to the Project Director and will oversee and manage all consulting work and professional services contracted for this Initiative.

### Responsibilities:

- Manage the day-to-day aspects of the project to ensure project deliverables and timelines are met, including:
  - Execute project plan according to project management methodologies, ensuring successful and coordinated completion of project components
  - Track project progress according to project plan, monitoring and reporting on the status of the project.
  - Participate in the monitoring of project budgets.
  - Implement processes to assess project risks, identify risk mitigation strategies, and monitor risk.
  - Provide direction to project team members and project contractors, coordinating work and ensuring issues are resolved or escalated.
  - Maintain regular communication with project stakeholders on the status of the project.
- Develop and maintain project documentation, including project plan, status reports, issue and risk logs, budgets and expenses, project organisational and communicational charts.
- Escalate issues and risks that are outside his/her authority to Project Director.
- Participate in the establishment of project teams, including recruitment of project staff, project contractors, Advisory Committee members, and Working Group members.

## Education/Work Experience:

- University Degree in Business or Health Administration or relevant health care discipline.
- Minimum of 5 years' experience in project management.
- Work experience in healthcare preferred.
- PMP certification is an asset.

## Skills:

- Knowledge of project management principles and methodologies.
- Proven ability to effectively lead project teams both in a physical and virtual team environment.
- Experience managing consultation processes with a wide range of stakeholder groups.
- Ability to act independently and apply creative problem-solving and make sound recommendations.
- Highly developed communication skills to function within a complex interdisciplinary environment.
- Strong computer literacy with Office 365, word-processing, spreadsheets, presentations, project management and database applications.

## About the Initiative:

The federally-funded initiative aims to develop person-centred care planning resources for people living with dementia and their family caregivers. In this initiative, the BC Centre for Palliative Care and key partners will work closely with community-based organizations to develop, implement, evaluate and spread a package of community-led interventions that promote the engagement of people living with dementia and their family/friend caregivers in Advance Care Planning, a process that can help people to get the care that is aligned with their wishes and goals.

The Initiative will build on the success of an existing community-led Advance Care Planning education model which was developed by BC Centre for Palliative Care for the general public. The model includes a training module and a toolkit of resources that enable community volunteers and organizations to deliver Advance Care Planning information sessions and user-friendly resources for the public.

## About BC Centre for Palliative Care

The BC Centre for Palliative Care is a not-for-profit organization funded by the Ministry of Health to accelerate best practices, promote innovations and enhance capacity within the system and in the community in relation to Palliative Care, Advance Care Planning and Compassionate Communities. For more information, visit [www.bc-cpc.ca](http://www.bc-cpc.ca).

## How to Apply

Please apply [here](#).