

Job Title:

IMG Technical Project Manager - Enterprise Project Management Office

Category:

Management

Department:

Information Management Group

Employment Status:

Full-time, contract

Pay Rate Type:

Salaried

Job Description:

The CAMH Enterprise Project Management Office (EPMO) is currently seeking an IMG Technical Project Manager for a full-time, contract (12 months) position; the initial engagement will be for one year, with the possibility of renewal. The Project Manager (PM) will report directly to the Sr. Portfolio Manager, Corporate Technologies & Infrastructure Projects, and to project sponsors for project deliverables. The Project Manager will primarily work on IT-related tasks for the Phase 1D Redevelopment projects, and other projects as assigned.

The Phase 1D Redevelopment consists of two projects, namely, the Phase 1D Forensic and the Phase 1D Research. The Phase 1D Forensic project focuses primarily on the construction of the Forensic building with inpatient, outpatient, and supporting administrative services. The design vision of the Research building is to deliver "An inviting, internationally significant Brain Research Facility that stimulates multi-disciplinary collaboration, inspires possibility and openness, and embraces sustainable infrastructure". The design and construction work has already started for both projects; construction is expected to be completed in 2027 for the Research building and 2029 for the Forensic building.

The incumbent will be responsible for hands-on leadership as well as execution of work in order to achieve goals and objectives relating to the assigned project(s). This may involve direct and/or indirect supervision of staff delivering on project tasks (task assignment, coaching, mentoring, performance management) and budget management to ensure projects are within scope, on budget and on schedule.

The Project Manager will be responsible for working with multiple clinical, administrative, and executive stakeholders both internal and external to CAMH. The Project Manager will develop work plans, accountabilities, timelines, requirements, communication plans, change management plans, training plans, etc. for the assigned project(s) with key stakeholders and ensure these deliverables are developed and executed in a manner which supports agreed upon timelines and objectives. The Project Manager will be responsible for monitoring and reporting on all aspects of the project(s) in accordance with EPMO processes. This position may also include project administrative tasks.

You will support a healthy workplace that embraces diversity, encourages teamwork and complies with all applicable and regulatory requirements.

Key Accountabilities

- Hands on work across: initiation, planning, execution, monitoring and close of all of project related activities
- Managing stakeholders to ensure that there is agreement to scope, approach, deliverables and budget to achieve overall success of the project
- Management of assigned project resources – setting of context, task assignment, setting performance targets and managing performance
- Utilizing the CAMH project management methodology to drive project standards, identifying risk and issues, adhering to a formal change process and executing activities that achieve the deliverables as stated in the project charters and scope statements
- Providing leadership to and facilitate meaningful engagement of all stakeholders, including early identification and management of conflicting priorities
- Building effective and collaborative relationships with various project teams, portfolios, and leadership teams within and external to CAMH;
- Resource management for assigned project management resources;
- Budget development and tracking for project and operational work

Primary Duties and Responsibilities:

NOTE: The Project Manager will be the key point person for the project and be responsible for hands on development of project deliverables.

- Working closely with the leadership team to develop the project approach/strategy and plans;
- Working closely with the Information Management Group (IMG) IT team to gain knowledge of CAMH's ICT systems to inform the role for the Phase 1D project;
- Identifying project objectives, milestones, and deliverables and working with the relevant project teams to successfully achieve them;
- Establishing priorities, coordinating and supporting project teams members in their roles;
- Identifying risks and mitigation strategies;
- Identifying project issues and working with the team to resolve the issues;
- Project reporting both internally and to external project funders;
- Facilitating inter-professional working group sessions and/or steering committees;
- Reviewing processes to ensure that internal controls are appropriate;
- Developing and delivering project presentations for various stakeholders both internal and external, including executive audiences;
- Conducting benefits realization/evaluation activities;
- Synthesizing literature and writing reports including business cases and briefing notes;
- Developing and implementing the communication plan with input from key stakeholders;
- Co-ordination and collaboration with other CAMH project teams as necessary;
- Directly and/or indirectly supervising project team members;
- As a senior leader in the organization providing coaching and mentoring and performance feedback as necessary to project team members and others as identified;
- Managing project and operational budgets.

Job Requirements:

- Possess a university degree in engineering, computer science, business or related field; graduate education preferred, preferably in a discipline relevant field, e.g., Information Technology.
- Minimum 5 years demonstrated progressive and relevant experience in project management with increasing complexity and scope
- PMP is an asset
- Strong experience in working in Information and Communications Technologies (ICT), e.g., networking, Wi-Fi, IT Security, Real-time Location System (RTLS), Audio Visual systems, Internet of Things (IOT), Building Automation System (BAS), as well as computer and Multi-Function Device (MFD) deployment
- Experience in working in Redevelopment projects (with focus on ICT systems) is an asset
- Experience working in a healthcare environment is an asset
- Knowledge of the mental health and addictions sector is an asset
- Experience working on software implementations is required
- Procurement experience is an asset
- Excellent interpersonal skills are required
- Experience working with diverse clients and stakeholders
- Change management skills and experience is required
- Strong organization and planning skills required
- Strong analytical, problem solving, and decision-making skills are required
- Demonstrated flexibility and ability to adapt and manage changing priorities is required
- Proficiency in Microsoft Office including Word, Excel, and PowerPoint is required
- Excellent verbal and written communication skills in English are required

Other Skills:

- Bilingualism (French/English) and/or proficiency in a second language would be an asset.

Please note:

- Full-time contract position is NOT part of any Bargaining unit.
- Candidate will need to be flexible for scheduling and hours will need to be adjusted as per project schedule and deliverables.

Vaccines (COVID-19 and others) are a requirement of the job unless you have an exemption on a medical ground pursuant to the Ontario Human Rights Code.

Salary Range: Competitive Salary & Benefits Package.