

Project Director - Digital Workplace, Research

Job ID: 20572

Deadline to Apply: 2024-04-21

Target Openings: 1

In support of the [SickKids 2025 Strategy](#) and the vision of *Unprecedented Outcomes Powered by Precision Child Health* (PCH), the SickKids Research Institute is updating multiple applications that support key business functions (Research Ethics Board, Contract Management, Colony Management, Clinical Research Management) and the backbone platform integrating these systems. Concurrently, we are re-examining processes, workflows, and data requirements to optimize workforce productivity and improve the scientist experience. The successful candidate will have demonstrated expertise overseeing multi-system application development projects, optimizing, and aligning interdepartmental workflows and processes across multiple business units. The Director will work closely with business leaders and IT, bringing together senior, local, and project leaders to ensure that the new systems are implemented to make the safe and compliant administration of research a highly efficient process that enables our researchers to focus on accelerating discovery and translation.

Here's What You'll Get To Do

- Lead the Workflow Optimization Steering Committee. The committee's mandate is to develop and implement a strategy plan for aligning and enhancing interdepartmental workflows
- In collaboration with the Research Community, Research Operations, Clinical Research, Legal, and adjacent departments create and execute implementation strategies that ensure that business needs are met within budget and timelines
- Develop a framework to guide decision-making and ensure and report on benefits realization (Objectives and Key Results or similar methodology)
- Provide Process and Workplace optimization expertise across the Research Operations enterprise. Coach, advise, mentor, and educate staff to enhance leadership expertise in these domains
- Your team will consist of
 - Dedicated Resources (4): Business Analysts and Project Managers
 - Supporting Resources (6): Operational Managers, Project Managers, Change Leads

Here's What You'll Need

- 10+ years experience in program and project delivery, 3+ years leading complex projects and teams
- Bachelors degree, post-graduate degree considered an asset
- Proven experience with Project Management, IT Business Analysis, Process Improvement (credentials are a plus)
- Willingness to get directly involved where needed to ensure success of key project deliverables
- Experience in a health care environment and/or with experience delivering complex projects which encompass a wide range of technologies is preferred
- Demonstrated experience translating business needs into technical requirements and producing business and technical documentation for custom and off the shelf solutions

- Expert in a variety of tools including visualization software (Visio or equivalent), Office Productivity software (O365) and collaboration software (MS Teams, virtual whiteboards, Miro).
- Understanding of the operational, management, financial and human resources environments in an academic hospital environment
- Superior relationship management, negotiation, influencing and analytical skills
- Ability to balance and integrate the needs of clients, with often competing priorities, to align with enterprise strategy and translation into operations
- Exemplary communication, facilitation, interpersonal and listening skills
- Proven track record supporting and developing operational leaders and individual contributors
- Ability to work in an ambiguous environment, exercising fast and effective problem solving
- Demonstrated commitment and actions in advancing equity, diversity and inclusion objectives

Employment Type

Full-Time, 2 year contract, Hybrid (3 days/week on-site)

This position offers benefits including health and dental coverage, vacation/personal days, and access to a number of employee benefits, including our Wellness program.

To apply, please visit The Hospital for Sick Children (SickKids) website:

https://career.sickkids.ca:8001/psc/CRPRD/CAREER/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=20575&PostingSeq=1