The Department of Medicine is comprised of 15 clinical and academic divisions and includes 170 specialist physicians, over 100 medical residents in 16 training programs, and more than 90 administrative, support, and research staff located at multiple sites throughout Nova Scotia Health’s Central Zone. The divisions and department play a major leadership role at the provincial and regional level with respect to clinical care, research and education.

The Department is seeking an experienced project manager to operationalize its strategic plan initiatives and to develop, manage, and implement process controls to support this work. This is an excellent opportunity to contribute to advancing patient care in the province, and fostering excellence in research and education through helping the Department realize its vision.

**In this role, you will:**

- Effectively manage, coordinate, and integrate the Strategic Plan initiatives;
- Collaborate with initiative leaders to develop a project plan;
- Be responsible for the delivery of project goals, within identified constraints, by direction of initiative leaders and the Strategic Plan Oversight Committee;
- Oversee the scheduled tasks, deadlines, resources, and milestones for stakeholders of the various initiatives;
- Identify uncertainties and risks, and subsequently develop mitigating strategies to reduce/eliminate these risks;
- Evaluate deliverables to ensure the work meets requirements and maintains a high level of quality;
- Develop and submit proposals to the Strategic Plan Oversight Committee;
- Monitor and communicate the progress of the initiative(s);
- Successfully partner and collaborate with key stakeholders to support attainment of an integrated or coordinated approach;
- Facilitate change management processes.

**Required Qualifications and Skills:**

- Undergraduate degree in a related field is required. A graduate degree in a related field (e.g. in Masters or Postgraduate Diploma in Health Administration, Business Administration or Public Administration) and PMP designation is preferred;
- A minimum of 3-5 years’ project management experience, which includes initiating and managing multiple projects and demonstrating exceptional organizational ability and time management skills;
• Previous leadership and/or management experience that includes team-building, coupled with the ability to work collaboratively with other teams and committees;
• Demonstrated independent decision-making, self-direction, and motivation;
• Excellent communication, negotiation, and conflict management skills;
• Excellent problem-solving skills, with a proven ability to identify innovative solutions and recommendations;
• Strong computer proficiency;
• Health systems training would be an asset.

How to apply

This is a full time position (35 hours per week)

To apply for this position, please contact Kathryn McIlrath, DoM Physician Resource Officer at kathryn.mcilrath@nshealth.ca with a cover letter demonstrating how you meet the requirements of the position and a copy of your CV.

We appreciate all applications, but please note that only applicants selected for interview will be contacted.

The Department of Medicine is committed to fostering a collegial culture grounded in diversity and inclusiveness.

All qualified candidates are invited to apply; however Canadian citizens and Permanent Residents will be given priority.

Closing date for applications is Monday, December 13, 2021.