

**VACANCY/POSTE VACANT:**

**Project Manager**

**REPORTS TO/SUPÉRIEUR HIÉRARCHIQUE:**

**Senior Manager, KTE & Education, P&CC**

**LOCATION/EMPLACEMENT:**

**Downtown Toronto Subway location on University Ave**

**STATUS/SITUATION:**

**Permanent Full Time**

**No. of VACANCIES/Nombre de POSTES VACANTS: One hire**

**POSTING DATE/DATE D’AFFICHAGE:**

**September 6, 2012**

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**POSITION SUMMARY/RÉSUMÉ DU POSTE:**

Prevention & Cancer Control (PCC) is a new division at Cancer Care Ontario (CCO) that brings together cancer prevention, screening, surveillance and research into a single organizational entity, with the express intent of strengthening linkages between CCO’s expertise in surveillance and research and the implementation and operation of cancer prevention and screening programs, as outlined in the Ontario Cancer Plan.

The Project Manager, Cancer Screening KTE is responsible for providing strategic leadership and accountability for the planning, development and management of Cancer Screening KTE for the three screening programs and Cancer Screening generally. The program is also expanding in the areas of e-tools and new interventions, as well as developing and implementing evaluation methods for this area of work.

The Cancer Screening KTE activities are developed and executed with content and other experts with the goal of meeting KTE objectives.

**RESPONSIBILITIES/RESPONSABILITÉS:**

The key responsibilities of this position are/Les principales responsabilités de ce poste sont:

- Manages the development, implementation, delivery and evaluation of a range of provider and public KTE services, products and initiatives. This includes development of project plans, best practice tools and guides; the production of paper and electronic education materials and just in time access to knowledge products. This also includes identifying and supporting the implementation of KTE interventions that are measurable and that focus on achieving targeted outcomes;
- Works with CCO staff and manages contracts with external vendors to create, disseminate, and evaluate KTE products and interventions.
- Sought as a resource for resolution of unique or highly complex business problems by providing highly innovative, creative and integrated solutions that will achieve quality and work process improvements
- Accurately defines cross-disciplinary issues

- Employs a full range of organizational resources to gather information, involve others and acquire timely approvals
- Delivers excellent tactical and critical strategic thinking
- Pulls diverse and interdisciplinary groups together, emphasizing interdependence, shared overall objectives, and the need for combined skills
- Functions at a high level of autonomy in determining work objectives
- In managing project, works in a self-directed manner as defined within the overall context of the project plan.
- Reviews own work upon completion for adequacy in meeting milestone objectives and achieving long-term desired organizational results
- Communicates effectively with senior management, external healthcare organizations, and customers/vendors
- Develops and presents material for review and informational purposes using excellent written, verbal, and graphical communications skills, with ability to express complex concepts effectively
- Plans, develops and coordinates multiple and corporate-wide projects
- Manages assigned project staff, including allocation of staff resources, delegating, scheduling and prioritizing of staff workloads
- Monitors the deliverables to ensure milestone and on-budget completion
- Manages engagement risk by reaffirming client expectations, managing scope, and taking early action to resolve problems
- Identifies benefits that will be realized upon or following project completion, as appropriate to the scale and scope of the project

## **QUALIFICATIONS/QUALIFICATIONS:**

### **Education**

- An undergraduate Degree in Information Management, Information Technology, Business Administration, Health Sciences, Health Administration or Health Informatics or related field or recognized equivalent, is required.
- A Masters level degree in one of the above disciplines is preferred.

### **Experience**

- IM, IT, Business Administration, Health Care, Health Informatics, Health Policy or Clinical background
- Thorough knowledge of project management and applicable industry experience in working on projects that support client groups such as Health Care, Pharmaceutical, Finance, Human Resources or Information Management.
- Functions at a high level of autonomy in setting objectives for a team, managing expectations and tracking; budget, resource allocation and performance
- Consistently demonstrates appropriate choice of means for communication
- Recognizes the audience to whom they are communicating and addresses appropriately

### **To Apply:**

- ✓ Please forward your cover letter and resume to: [kimberly.mundy@cancercare.on.ca](mailto:kimberly.mundy@cancercare.on.ca) , no later than October 19, 2012.
- ✓ Please copy and paste the name and posting number of the job into the subject line of your email.