



The North Simcoe OHT is seeking an

PROJECT MANAGER - Reporting

The North Simcoe Ontario Health Team is a collective of healthcare organizations representing hospital services, team-based primary care, mental health community services as well as patient and physician partners that are committed to advancing quality care in our communities.

Partners are committed to creating a seamless, coordinated, comprehensive system of care for the residents of North Simcoe. We strive to meet the unique needs of our communities, accounting for cultural and linguistic consideration, as well as the holistic well-being of complex and vulnerable members. Working together with engagement from patients and caregivers – our vision is to improve health outcomes, quality of care and the patient experience within the healthcare and social services system.

Position Summary

Reporting to the NSOHT Chairs, the Project Manager – Reporting Focus works with the NSOHT members to coordinate, monitor, and advance the work and priority projects of the NSOHT as well as organizing resources and information to meet the objectives of the NSOHT councils, committees, and project teams. The Project Manager also plays a key role in supporting the day-to-day administrative procedures of the NSOHT and participates as an effective member of the staff team. They will ensure that all reporting is collected, analyzed and submitted.

Duties and Responsibilities

- Co-creates project charters, project plans/schedules, and performance measurement plans
- Monitors, tracks, and provides written or verbal updates on progress against key milestones
- Reports these milestones to Ontario Health or other funding sources
- Proactively identifies risks and mitigation strategies
- Conducts research to support implementation planning
- Coordinates and supports the execution of approved activities
- Collaborates with NSOHT project leads and shares relevant feedback
- Contributes to the development and maintenance of required reporting
- Prepares correspondence, reports, memos, communications materials, etc.
- Maintains current knowledge of other NSOHT partners including health, social, municipal, and community-based services throughout North Simcoe
- Performs other duties as assigned

Education and Experience



- Minimum undergraduate degree in business, health administration or related field (Masters preferred)
- Minimum 5 years proven project management experience in medium to large sized organizations
- Experience in coordinating and facilitating teams and/or complex projects and working in a team-based environment to support the completion/execution of project milestones
- Knowledge of healthcare system required and reporting
- Knowledge and previous use of the project lifecycle and formal project management tools
- Knowledge of change management methodologies and their use to support successful project implementation
- Experience with Ministry or Ontario Health reporting practices
- Proficient in budgeting and monitoring project costs
- Excellent communication skills both verbal and written
- Good interpersonal skills and ability to interact tactfully, professionally, and sensitively with a variety of partners
- Proficient in setting priorities, developing work schedules, monitoring progress towards goals, and tracking details/data/information/activities
- Excellent organizational skills and ability to work independently or in a group as a team member
- Proficiency working in a Windows environment using Microsoft applications
- Valid driver's license and access to reliable vehicle
- Ability to be flexible in hours worked including some work after hours and on weekends

Employment Type	Full-Time
Contract Duration	Immediate until March 31, 2024
Salary	\$44.25 per hour
Benefits	3 weeks paid vacation per year
Hours of work	40 hours per week

Qualified applicants should submit a cover letter and resume to:

Katie Hunt, Administrative Support at khunt@nsoht.ca

We appreciate all submissions, but only those selected for an interview will be contacted.