**Job Description: Project Manager, Facility Engagement**

**Reports To:** [Board of Directors or MSA Executive], [Insert MSA or Physician Society Name]

**Overview**

The Project Manager provides project support to the [Board of Directors or MSA Executives], [Insert MSA or Physician Society Name]. The Project Manager supports the management of engagement activities, budgeting, proposal preparation, and accountability reports to stakeholders. This is done with a focus on improving collaboration and quality improvement with Health Authorities, consistent with the goals of the Facility Engagement Initiative. More information on the Facility Engagement Initiative, the Memorandum of Understanding: Regional and Local Engagement can be found [here](http://sscbc.ca/physician-engagement/supporting-facility-based-physicians).

**Key Responsibilities and Duties**

At the direction of the [Board of Directors or MSA Executives], the Project Manager:

* Supports the development and implementation of structures, processes and programs that support the [Society/MSA] to prepare to meet their funding criteria as per the Memorandum of Understanding: Regional and Local Engagement.
* Assists with the preparation and implementation of governance, operational structures and processes in alignment with the provincial Facility Engagement Initiative, as appropriate.
* Provides direct support to the [Society/MSA] in developing effective engagement processes and lines of communication among the medical staff of [insert xx site name].
* Coordinates and schedules meetings of the [Society/MSA], and meetings between the [Society/MSA] (or its representatives) and the Health Authority.
* Provides administrative and corporate governance support for meetings of the Association and meetings of directors, including preparation of meeting packages, agendas, briefing and discussion documents, minute-taking for meetings, and arrangements for meeting logistics (food order/room bookings).
* Coordinates submitted projects/initiatives; analyzes data; researches and advises on complex issues.
* Tracks and prepares reports on the major areas of activity and project progress relating to physician engagement.
* Maintains of records for financial reporting analysis, as required.
* Facilitates the administration of contracts and agreements with local structures and other resources as required.
* Attends [Society/MSA] meetings, meetings with Health Authority Representatives, and [insert xx site name] Medical Staff events.
* Communications with and among the members, directors and others, as required to follow up on action items and develop strategies to address issues;
* Liaises with the [Society/MSA] Facility Engagement Lead on matters related to the operations, projects and programs of the [Society/MSA], as appropriate.

**Skills & Qualifications**

* A Master’s or Bachelor’s degree in disciplines such as health administration, health policy, and/or community development.
* At least 5 to 10 years’ experience or an equivalent combination of relevant education and experience.
* Strong knowledge of health regions and acute-based health care services. Experience working with physicians and health authorities preferred.
* Demonstrated leadership skills with experience in leading complex change.
* A solid track record in stakeholder engagement and experience working with multiple stakeholders and groups.
* Experience with quality improvement and evaluation.
* Diplomatic problem-solving and conflict-resolution skills.
* Exceptional organizational, delegation, presentation, communication, facilitation, and relationship-building skills.
* Project and budget management experience.
* Ability to handle multiple projects, meet tight deadlines and work independently, as well as in a team environment.
* Excellent computer skills (i.e. Word, Excel, Outlook, and PowerPoint).
* Must be willing and able to travel: valid driver’s license required and access to a car preferred. Evening meetings and/or overnight stays will likely be required.

**Competencies**

* Project Management
* Sound analytical, problem solving, and project coordination skills.
* Collaborative Leadership
* Promotes and generates cooperation to achieve a collective outcome; fosters the development of a common vision and fully participates in creating a unified leadership team that gets results.
* Conflict Management
* Brings substantial conflicts and disagreements into the open and attempts to manage them collaboratively to build consensus.
* **Team Leadership**
* Willingly cooperates and works collaboratively toward solutions that generally benefit all involved parties; works cooperatively with others to accomplish organizational objectives.
  + **Drive for Results**
* Demonstrates concern for achieving or surpassing results against an internal or external standard of excellence. Shows a passion for improving the delivery of services with a commitment to continuous improvement.
* **Strategic Perspective**
* Develops and communicates a compelling and credible vision of the future for members of the medical staff. Focuses on the long term success of the organization as a community. Shares the vision, values and organization plan with all stakeholders; and integrates and represents fairly the needs and desires of all stakeholders.
* **Building Strategic Alliances**
* Has knowledge and skills to engage internal and external stakeholder analysis and to negotiate agreements and alliances based on full understanding of politics.