

Abbotsford Regional Hospital & Cancer Centre Medical Staff Association

Job Posting: Project Manager

Reports To: Board of Directors of the Abbotsford Regional Hospital & Cancer Centre (ARHCC) Medical Staff Association (MSA).

Duration: One year contract position with option to renew; Part-time – FTE flexible/negotiable

Location: Hybrid (Remote/Abbotsford, BC). Working from home or an independent office, with as needed in-person attendance required (includes some evenings and weekends) at or near the Abbotsford Regional Hospital & Cancer Centre.

Application Deadline: August 9, 2022

Apply: Interested candidates can email their resume and cover letter to admin@msa-arhcc.ca. We thank all applicants; however, only those selected for an interview will be notified.

Overview

The Project Manager provides project support to the ARHCC MSA Board of Directors and oversees the work of the ARHCC MSA Administrative Coordinator. The Project Manager supports engagement activities, budgeting, proposal preparation, and accountability reports for the ARHCC MSA. 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](#).

Key Responsibilities and Duties

At the direction of the ARHCC MSA Board of Directors, the Project Manager:

- Supports the development and implementation of structures, processes and programs that support the ARHCC MSA to prepare to meet their funding criteria as per the Memorandum of Understanding: Regional and Local Engagement.
- Provides guidance and oversight to the ARHCC MSA Administrative Coordinator (includes regularly communicating and following-up with the ARHCC MSA Administrative Coordinator to ensure their duties and responsibilities are fulfilled).
- 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 ARHCC MSA in developing effective engagement processes and lines of communication among the medical staff of ARHCC.

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- Coordinates and schedules meetings of the ARHCC MSA, and meetings between the ARHCC MSA (or its representatives) and the Health Authority as required.
- Provides (or oversees the completion of) 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 records for financial reporting analysis, as required.
- Supports the ARHCC MSA Board of Directors in its work plan, strategic planning, and budget planning process.
- Facilitates the administration of contracts and agreements with local structures and other resources as required.
- Supports on-site events, projects and initiatives (includes event planning, booking and setup of rooms/venues, A/V equipment, catering requirements and on-site event support).
- Communicates with and among the ARHCC MSA members, directors, and others, as required to follow up on action items and develop strategies to address issues.
- Supports the review and updating of content for the ARHCC MSA's e-mail newsletter, website and other communication tools.
- Supports assigned projects and takes initiative in developing appropriate tools to facilitate their effective organization and completion as required.
- Liaises with the ARHCC MSA Facility Engagement Lead on matters related to the operations, projects, and programs of the ARHCC MSA, as appropriate.
- Assists with maintaining and updating Engagement activities in the Facility Engagement Management System (FEMS) and facilitating medical staff and other eligible claims submissions in this system.
- Handles inquiries from physicians or health authorities in an efficient and courteous manner, providing explanations and/or redirecting, as appropriate.
- Performs other duties as required.

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Skills & Qualifications

- A Master's or Bachelor's degree in disciplines such as health administration, health policy, non-profit management, 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.
- Knowledge and prior work experience related to the Facility Engagement initiative is considered an asset.
- 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 occasional 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**

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- 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.

To Apply

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