

Position: Project Manager – Contractor

Status: 1-year, with possibility of renewal dependent on funding

Hours: up to 37.5 hours/week

Pay Rate: \$50-60/hour

Starting date: ASAP

The Opportunity:

We have an exciting opportunity for a Project Manager to lead the design and implementation of primary care projects for the Nanaimo Division of Family Practice. This is a unique time in Primary Care in BC with many recent changes to funding and compensation models within the sector requiring additional leadership and support from the Nanaimo Division and local Physicians. The Project Manager, working alongside local Physician Leadership and the Division teams, will lead the development of new services and processes to align with these new changes while supporting the increased need for project support across Division workstreams.

This role is ideal for someone passionate about quality improvement in agile work environments, who expertly leads project teams and cultivates effective partnerships to build trust and foster strong collaboration.

To Apply: Please submit your resume and cover letter to info@nanaimodivision.ca. Your cover letter should clearly articulate how your experience, education and training would lead to success in this role. Incomplete applications will not be considered.

Key Responsibilities

- Develops project workplans and leads implementation through the effective engagement with project partners and other key community stakeholders.
- Leads project working groups, manages project activities, and leads and facilitates the planning and implementation process for assigned Primary Care projects.
- Monitors project progress and finances, recommends modifications of project plans and/or budget as needed, and leads any refinement process.
- Ensures delivery of the project is consistent with agreements, requirements and goals, and in compliance with funding guidelines, and organizational policy and processes.
- Coordinates the duties and responsibilities of the program team to fulfill deliverables, and meets regularly to provide support, monitor progress and participate in project activities, where necessary and appropriate.
- Ensures comprehensive program evaluation by working closely with project evaluator to ensure thorough and timely collection and analysis of data, and preparation of interim and final evaluation reports.
- Ensures that the security and confidentiality of all data is maintained consistent with provincial regulations and Division policy.
- Utilizes project data to prepare progress reports for submission and inform continuous quality improvement and refinement of each project.



- Prepare a monthly progress report to the Division Executive Director and/or PCN Director on all project activities and assist to develop internal reporting forms and processes.

Education, Training and Experience:

- University degree in a discipline related to project management, social sciences, healthcare, organizational design or similar.
- Minimum 5 years' experience in project management, with proven ability to plan, lead, implement, manage and evaluate projects and inspire positive change.
- Strong skills in systems thinking and strategic program and partnership development.
- Collaborative team leadership style with exceptional interpersonal communication, relationship building and problem-solving skills.
- Practical experience in managing multiple and complex projects or initiatives with multiple internal and external stakeholders.
- Adept at presenting complex information and recommendations in simple, clear summaries, both verbally and in writing.
- Fundamental knowledge of survey data and assessment tools, and data management and analysis.
- Knowledge of the BC healthcare system and experience working in a primary health care setting or experience working with physicians and/or allied health care providers is an asset.
- Cultural awareness and competency.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) is required.
- Valid driver's license required with access to a vehicle for local travel.

About the Nanaimo Division of Family Practice

The Nanaimo Division of Family Practice (the Division) respectfully acknowledges we work within the unceded, and traditional territories of the Coast Salish peoples – Snuneymuxw and Snaw-Naw-As First Nations. We are committed to cultivating a culturally safe work environment that reflects our Team's core values and promotes diversity and inclusion.

The Division is a non-profit, member-based organization celebrating over a decade of successfully supporting family practice and hospital-based physicians, nurse practitioners, and family medicine residents in the Nanaimo, Lantzville & Gabriola Island areas. We are funded by the Family Practice Services Committee, one of four joint collaborative committees that represent a partnership of the Government of BC and Doctors of BC.

Our vision, *a healthy Nanaimo through empowering and supporting our primary care community*, is a key driving force for our team. In collaboration with community partners, stakeholders, and members, we support a variety of initiatives including, but not limited to, Primary Care Networks, Physician Recruitment and Retention, Long-Term Care, Mental Health & Substance Use, Pediatrics and Physician Education & Events.