

## Edmonton Zone (EZ) Pan-PCN Project Manager

<b>Salary Range</b>	Will be negotiated based on experience
<b>FTE</b>	Temporary full time, contract end date of March 31, 2021
<b>Start Date</b>	TBD
<b>Location</b>	TBD; position will be largely mobile based on needs of projects. Home position will be one of the Edmonton Zone (EZ) PCNs.
<b>Program Overview</b>	The Pan-PCN Project Manager, is a strategic role that supports the advancement of the strategy, goals, objectives and initiatives identified as Pan-PCN priorities. The Project Manager facilitates program design, development, implementation and evaluation to ensure that identified Pan-PCN programs and services are better integrated, coordinated and aligned amongst participating PCNs with accepted standards of care and community needs.
<b>Position</b>	<p>The EZ Pan-PCN Project Manager, is responsible and accountable to support the formation, organization and collaboration of the Pan-PCN working groups and to develop, promote and manage projects at a Pan-PCN level (PCNs only). The Pan-PCN Project Manager may also provide support at a zonal level for Edmonton Zone primary care projects (joint PCN and Alberta Health Services initiatives) at the request of the Edmonton Zone PCN committee and approval of the Pan-PCN Steering Committee to assist.</p> <p>This position will work collaboratively with the EZ Pan-PCN Steering Committee, EZ Pan-PCN Working Group members, physicians, Alberta Health Services, Alberta Medical Association and other community stakeholders to ensure deliverables are patient-centered, effective, supported and sustainable.</p>
<b>Report to</b>	Takes direction from and is accountable to EZ Pan-PCN Steering Committee through the Committee Chair. The position will be paid through the Sherwood Park – Strathcona County PCN
<b>Education</b>	A minimum of a Bachelor's degree in business, health or social sciences field is required, a Master's degree is a definite asset. Equivalent work experience will be considered.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of five years of experience in project management and stakeholder engagement is a requirement</li> <li>• Experience moving large projects forward is a requirement</li> <li>• Work experience in the health care sector, preferably a Primary Care Network is an asset; an understanding of current provincial and zone primary care initiatives, existing health care planning, and the current political climate around primary care are definite assets</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Advanced project management and leadership skills are required</li> <li>• Strategic skillset with systems level thinking; excellent analytical and decision-making skills</li> <li>• Organized and detail oriented; excellent process and time management skills</li> <li>• Familiar with privacy requirements in the health care sector</li> <li>• Change agent – seek ways around barriers, ability to work within and navigate diversity of opinions, ideas and perspectives and is fearless and courageous when facing challenges and resistance.</li> <li>• Relationship-building</li> </ul>

	<ul style="list-style-type: none"> <li>• Action-orientated independent worker that acts ethically, responsibly and is accountable for actions</li> <li>• Ability to effectively manage conflicts and engage in difficult conversations</li> <li>• Adaptability, flexibility and creativity; comfort working in a dynamic and evolving environment</li> <li>• Ability to travel as required; most travel is within Edmonton but some travel outside of Edmonton may be required periodically</li> <li>• Enthusiastic and positive, can-do attitude</li> <li>• Clear, concise and compelling communication skills – both verbal and written including comfort with public speaking.</li> </ul>
<b>Application</b>	<p>Please forward your resume' and cover letter to <a href="mailto:recruiting@sherwoodparkpcn.com">recruiting@sherwoodparkpcn.com</a></p> <p>Candidates should meet the following occupational requirements:</p> <ul style="list-style-type: none"> <li>• A current and clear criminal records check</li> <li>• Willing and able to lift and carry 10-15 pounds</li> <li>• Able to sit for extended periods of time</li> <li>• Arm and finger dexterity required to operate computer keyboard and other office equipment</li> <li>• A valid drivers licence and access to a vehicle for travel to various locations throughout the Pan-PCN area</li> <li>• Flexibility with location to work, may be located in and out of PCNs within the area</li> <li>• Flexibility in hours and days of work with some occasional evening or weekend hours.</li> </ul>
<b>Dated</b>	November 20, 2018
<b>Closing date</b>	This posting will remain open until a suitable candidate is found.