



Job Posting

About the CFPC

Representing more than 39,000 members across the country, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada's 17 medical schools.

Our Mission: Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

Our Vision: Leading family medicine. Improving lives.

Our Values: Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

We are recruiting for an IT Projects Manager

Posting #:	2020-34
Department:	Business Solutions
Division:	Information and Technology Services
Reports to:	Director, Business Solutions
Classification:	Management
Job Family:	Manager
Status:	Contract (12 months)
*FTE:	1.0
Level:	6

Summary:

Reporting to the Director, Business Solutions, the role of the IT Project Manager is to lead all phases of project life cycle including planning, implementation, and closure in accordance with approved deadlines and budgets. This includes creating clear and attainable project objectives, building the project requirements, and managing the triple constraint for projects. The IT Project Manager will work with project stakeholders to define the project objectives and oversee quality control throughout its life cycle.

Main Responsibilities

Essential Duties include:

- Manage multiple cross-functional projects simultaneously
- Responsible for overall project execution success, serving as main point of contact for stakeholders and senior management for the project
- Define project scope, goals, timelines, and deliverables that support and align with business goals and objectives
- Lead project teams through the approach and identification of key deliverables, schedule, and delivers project within established constraints to ensure relevancy, strategy, quality, and timeliness
- Assess, manage, and monitor project budgets with alignment to business goals and objectives
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion
- Frequently update all project related documentation, status reports and stakeholder management throughout the lifecycle of the project ensuring reports provide analysis of results, and identification of risks or problem areas and proposed resolution
- Determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary, during project lifecycle
- Build, develop, and grow business relationships vital to the success of the project
- Ensure adherence to established IT Project Governance and methodologies
- Provide regular, clear, and concise visibility to project status (key decisions, dependencies, issues, risks, metrics) on a standard cadence through status reporting and project/resource reviews
- Effectively manage third-party vendors against the agreement and ensure the delivery of the vendor solution is acceptable to all stakeholders
- Leads collaborations with customers, subject matter experts, designers, and software/quality engineers to maximize project quality and business value
- Manages project financial lifecycle including budget, estimates, revenue forecasts, invoicing, payables, and receivables
- Upholds and enhances the waterfall and agile methodologies utilized by the organization
- Conduct project post-mortems and create a report which identifies project wins and opportunities for improvement

Requirements:

- University Degree or College diploma in Computer Science, Engineering or Information Systems or related discipline; or equivalent combination of education and experience
- Certification in Project Management (PMP) is required
- Minimum 5 years' work experience in a project management capacity, including all aspects of process development and project delivery Experience in Agile project management approach an asset
- Experience working in a collaborative team environment
- Extensive experience in developing of project plans using tools such as MS Project
- Familiar with programming languages, including ASP.NET and .NET
- Familiar with database and operating systems experience with MS SQL and Windows Server 2003, 2008 and 2012

- Proficient understanding of Microsoft products including Windows 7, MS Office Suite 2010 and MS SharePoint
- Knowledge of ITIL foundation principles, ITIL certificate considered an asset
- Solid working knowledge of current Internet and CMS technologies
- Can conform to shifting priorities, demands and timelines using analytical and problem-solving capabilities
- Ability to read and understand communication styles of team members and contractors who come from a broad spectrum of disciplines
- Persuasive, encouraging, and motivating communication style
- Ability to elicit cooperation from a wide variety of sources, including upper management, clients, and other departments
- Adept at conducting research into project-related issues and products
- Highly effective verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English; French is an asset

Working Conditions:

- 8:00 a.m. – 4:00 p.m. or 8:30 a.m. – 4:30 p.m. or 9:00 a.m. – 5:00 p.m. Monday – Friday
- Open-concept office environment

If you share our passion, and are committed to living our CFPC Values

please submit a cover letter and your résumé referencing the posting# 2020-34 to: careers@cfpc.ca by October 1, 2020.

The CFPC is committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.

We thank all those who apply but only those selected for further consideration will be contacted.

**Full-Time Equivalent*

