



Job Posting

About the CFPC

Representing more than 40,000 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 a Business Application Project Manager

Posting #:	2022-09
Department:	Business Solutions
Division:	Information and Technology Services
Reports to:	Director, Business Solutions
Classification:	Management
Status:	Contract Full-Time (12 months)
Job Family:	Manager
Full Time Equivalent:	1.0
Bilingual (English/French):	No

Summary

The role of the IT Project Manager (Business Solutions) is to lead all phases of the project lifecycle from initiation and planning, including facilitating business requirements and process documentation thorough to implementation, and closure in accordance with approved scope, timeline, resources, and budgets. The position is customer service focused and is key to understanding the business goals and objectives with a commitment to consistently communicate with business stakeholders, internal ITS team and external vendors

to ensure project objectives, quality and expectations are well managed. Identifies opportunities for continuous improvement in project delivery and services.

Main Responsibilities

Essential Duties

- Responsible for the successful project execution including monitoring and controlling scope, milestones and ensuring that budget remains on target and serving as main point of contact for internal and external stakeholders
- Plan and manage multiple cross-functional projects or workstreams simultaneously
- Work closely with Business stakeholders and Director to create project plans and charter to establish scope, schedule, cost, goals, timelines, and deliverables that support and align with business goals and objectives
- Lead the project team through identification of key deliverables, activities, and tasks in order to develop the project schedule (and deliver project within established scope and identify constraints)
- Collaborate and facilitate business requirements gathering, data and process mapping sessions with Business Analyst
- Manage and coordinate the daily work efforts of the project team members (I&TS) to ensure tasks, timelines and responsibilities are clearly outlined and completed to acceptable standards and approved schedule
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion
- Manage, monitor, and control project budgets, including estimates, actuals, and forecasts with alignment to project scope and/or statement of work
- Provide consistent and concise reporting bringing visibility to project status (timeline, key decisions, dependencies, issues, risks, metrics) on a standard cadence
- Determine and recommend the need for additional resources and/or consultants working closely with Business Stakeholders and assist in recruitment if necessary, during project lifecycle
- Proactively identify potential issues and risk and develop mitigation plan
- Build, develop, and grow business relationships vital to the success of the project
- Ensure adherence to established IT Project Governance and methodologies
- Effectively manage third-party vendors against the agreement and ensure the delivery of the vendor solution is acceptable to all stakeholders
- Lead collaborations with customers, subject matter experts, designers, and software/quality engineers to maximize project quality and business value
- Uphold and enhance the waterfall and agile methodologies utilized by the organization
- Conduct project lessons learned and create a report which identifies project wins and opportunities for improvement

Requirements

- Bachelor's degree in Computer Science, Business or Information Management or Systems, or related discipline
- 8 years' experience as a project manager implementing technology/software solutions
- 2 years' Project management experience implementing one or more of the following:
 - CRM (Customer Relationship Management)
 - Business Intelligence/Analytics and Data Warehouse
 - Digital Transformation
 - Learning Management or Credit Tracking applications
 - Exam Candidate Tracking Systems
 - Website Enhancements
- 2 years' experience in the not-for-profit sector preferred
- 2 years' experience of developing of project plans using tools such as MS Project
- 2 years of data and digital experience to deliver analysis and reporting
- Project Management (PMP) is required

- CBAP/IIBA or recognized business analysis certification preferred
- ITIL certificate preferred
- Intermediate level knowledge of IT Infrastructure Library (ITIL) foundation principles
- Intermediate programming languages skills
- Database Management System (Basic knowledge)
- SQL Server BI stack – Reporting and Integration Services, IQA (Basic knowledge)
- Ability to work independently and be a team player
- Advanced ability to adapt to changing priorities
- Advanced research skills
- Advanced communication skills
- Advanced prioritization skills
- Intermediate problem-solving skills
- Intermediate presentation skills
- Intermediate ability to understand, use, interpret and communicate data
- Intermediate collaboration skills

Working Conditions

- Open-concept office environment
- 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 to Friday

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

please submit a cover letter and your résumé referencing the posting# 2022-09 to: careers@cfpc.ca by May 13, 2022.

The CFPC is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity or expression. 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.