



Job Posting

About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 42,000 members across the country. The College establishes the standards for and accredits postgraduate family medicine training in Canada's 17 medical schools. It reviews and certifies continuing professional development programs and materials that enable family physicians to meet certification and licensing requirements.

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 Project Manager

Posting #: 2022-61
Department: Business Solutions Information Management
Division: Information and Technology Services
Reports to: Director, Business Solutions
Classification: Management
Status: Full-Time, Contract until 28th February 2024
Job Family: Manager
Full Time Equivalent: 1.0
Bilingual (English/French): No
Salary Range: Min.\$82,736.80 Mid. 103,421 and Max. \$124,105

Summary

The role of the IT Project Manager 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

- 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, communication, risk, quality, and change control
- Define project scope, 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 & business) 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
- Upholds and enhances the waterfall and agile methodologies utilized by the organization
- Conduct project lessons learned and created a report which identifies project wins and opportunities for improvement

Requirements

- Bachelor's degree in Computer Science, Business Information Management or System or related discipline, required.
- 8 years of experience as a project manager implementing technology/software solutions including all aspects of solution selection, business requirements, process mapping and project delivery, required.
- 2 years in the non-profit sector, preferred.

- 2 years of Project Management experience, required, 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 Developing project plans using tools such as MS Project, required.
 - 2 years of experience working with Data and Digital Experience to deliver analysis and reporting, required.
 - PMP- Project Management Certification, required.
 - CBAP/IIBA or recognized business analysis certification, preferred.
 - ITIL Certificate, preferred.
 - Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English, required.
 - Advanced ability to work independently as well as being team player, required.
 - Advanced research, prioritization, and communication skills.

Working Conditions

This role is based in Mississauga and the successful candidate may have the ability to work remotely in accordance with the Organization's policies and procedures dealing with remote and/or hybrid work arrangements in effect from time-to-time.

On September 22, 2022, our Executive Team announced that we will move towards becoming a hybrid nationally distributed (pan-Canadian) organization. By "hybrid" we mean that we will work and meet remotely for our routine tasks and will make efforts to connect in person when the work/discussion warrants in person interaction. We also recognize that to maintain culture, teams, and cohesive working environment, we will need to come together for purposeful in person discussions. When we come together in person, we may do so through the permanent space we hold or through partners' space. There is much work to be done and specifics to be ironed out, but we are moving towards being a nationally distributed (pan-Canadian) organization with hubs distributed across the country and unified by strong branding. Work style follows function, with staff benefitting from flexibility that is informed by the nature of their roles/tasks and is rooted in options and dependent on the need of the work and business unit leads. This would be embedded in policies and principles.

While we examine implications (using a framework) for various teams across the organization, staff will continue to work remotely (or work in our office in Mississauga). In person attendance in the office and at offsite meetings remains voluntary, although there may be policies and/or procedures that require regular in-person attendance introduced in the coming weeks. Unless otherwise identified, all new employees and internal employees who apply for new positions will be expected to commute to our office in Mississauga at their own expense if required to do so.

There's a certain sense of job satisfaction that comes from working for a not-for-profit organization such as the College of Family Physicians of Canada (CFPC). If you share our values and would like to join our team of dedicated professionals helping the CFPC achieve its mission, please submit a cover letter and your résumé referencing the posting# 2022-61 to: careers@cfpc.ca by December 15th, 2022

The CFPC is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous peoples, 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.