



## Muskoka and Area Ontario Health Team

<b>Position Title:</b> Executive Project Manager	<b>Reports to:</b> MAOHT Advisory Committee
<b>Department:</b>	<b># of Employees supervised:</b> Direct: 0      Indirect: 0
<b>Level:</b> Management	<b>Date:</b> October 2020
<b>Annual Salary Range:</b> \$100,000- 120,000	

This position is a contract position until March 30, 2022 with possible extension.

It must be noted that the deliverables and responsibilities may evolve to match provincial and or local OHT priorities.

### POSITION SUMMARY

Is responsible for development and implementation of first and second year priority. Provides support to the MAOHT strategic initiatives and is accountable to the MAOHT Steering Committee, including project management, community engagement, communications, activity reporting, office administration, and support to working groups.

### MAJOR RESPONSIBILITIES

1. Supports the Muskoka and Area Ontario Health Team (MAOHT), subcommittees and working groups by developing meeting materials and presentations, leading and facilitating meetings, and following up on issues and responses.
2. Supports the MAOHT on all aspects of the first and second year priority group initiatives including support to and/or leading the implementation of the MAOHT priority projects at the local level.
3. Monitors performance and reports on deliverables; develops and analyzes data from various sources to determine performance and work plan results; produces reports indicating performance and work plan activity; engages partners to continuously identify areas for improvement resulting in improved patient outcomes.

4. Engages the community and health system partners and community partners on adoption of the MAOHT approved initiatives; communicates and influences local partners to adopt changes and provide expertise, consultation and support in implementation and evaluation of initiatives.
5. Provides project management expertise by developing and drafting work plans; identifying budget and resources; establishing key steps and critical paths, developing project methods; managing priorities, monitoring and reporting on progress, and resolving issues and conflicts.
6. Organizes and conducts stakeholder and government relations and issues management as required.
7. Prepares timely and accurate project updates, communication materials, internal/external correspondence and other executive documentation related to project planning, management and reporting.
8. Identifies strategies to guide the development of policies, procedures and programs to ensure the efficient and effective delivery of specialized health initiatives in Muskoka.
9. Assists with strategic and long-term planning activities based on research and analysis of data and initiatives, community needs, provincial initiatives, funding deliverables and legislative requirements.

## **KNOWLEDGE and SKILLS**

- Excellent understanding of the Ontario health care system and of local health issues, priorities and needs.
- Demonstrated experience and ability to build, enhance and maintain positive strategic working relationships with local community, health service providers and other stakeholders and to influence decision making and adoption of change initiatives.
- Project management expertise with large scale change initiatives and proven ability to support change.
- Self-directed and able to work with ambiguity.
- Excellent written and verbal communication skills and the ability to clearly convey information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
- Strong planning and organizational skills; and the ability to facilitate meetings.
- Demonstrated ability to facilitate with multiple stakeholders.

- Demonstrated ability to effectively contribute to and help motivate teams.
- Demonstrated in population health management, experience enacting and evaluating widespread change to address and improve determinates of health.
- Demonstrated history of prioritizing health equity, including meaningful and impactful engagement with equity seeking groups.
- Solid understanding and demonstrated history related to health quality improvement measurement and management.
- Strong interpersonal and relationship management skills.
- Proficiency with computer and software applications, notably Microsoft Office. Proficiency with virtual platforms that allow for remote activities.

#### **QUALIFICATION REQUIREMENTS**

- Graduate Degree preferred in health science program, public policy, public administration or equivalent.
- Certificate in Project Management an asset.
- 5 years related experience in human health services project management.
- Business and management experience an asset.

**Please submit a cover letter and resume to [donna.hildebrand@mahc.ca](mailto:donna.hildebrand@mahc.ca) by November 18th 2020. Only those chosen for an interview will be contacted.**