



IDENTIFICATION

Department		Position Title	
Northwest Territories Health and Social Services Authority		Manager, Project Management, Stanton Legacy	
Position Number	Community	Division/Region	
48-15059	Yellowknife	Stanton/HQ	

PURPOSE OF THE POSITION

The Manager, Project Management, Stanton Legacy is responsible for managing the strategic planning, monitoring and implementation of Stanton Legacy Project, managing a team of project staff, and collaborating with colleagues within the Division to ensure integration of all facets of the project reach objectives.

SCOPE

Located in Yellowknife, the Manager, Project Management (Manager) reports to the Chief Operating Officer (COO), Yellowknife Region. This position will work in a complex matrix management within the Northwest Territories Health and Social Services Authority (NTHSSA), the Department of Health and Social Services (DHSS), Hay River Health and Social Services Authority (HRHSSA) and the Tłı̨chǫ Community Services Agency (TCSA).

The Stanton Legacy Project is a large complex design and program renewal project that will provide healthcare services to the NWT for the next 30 years and the work will affect and change the structure of health and social services (HSS) delivery in the NTHSSA and NWT and will result in enhanced efficiencies for the NWT Health and Social Services (HSS) System.

This position will work within the envelope of the NTHSSA, the DHSS, HRHSSA, and the TCSA.

The NTHSSA is the single provider of all health and social services in the NWT, with unique collaborative arrangements in the HRHSSA and TCSA. It covers 1.2 million square kilometers and serves approximately 43,000 people. Health and social services include a full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

The NTHSSA is establishing one integrated delivery system as part of the government's transformation strategy. Territorial and federal legislation informs the development of DHSS policies, which leads to operational policies, guidelines and standards for care that are developed by the NTHSSA for regional implementation.

The Manager supports the COO and NTHSSA Executive Management team with exploring options to improve efficiencies, increase capacity through collaboration, and increase risk management within a Territorial Delivery system. The purpose of this position, and the team of reporting project staff, is to manage the Stanton Legacy Projects which create, support, maintain or improve the services within the HSS areas of Legacy Stanton, while addressing cost challenges, duplication of service, and other barriers to consistent service delivery.

The Manager will develop plans for, and oversee implementation of this project in collaboration with other members of the larger project team, and under the guidance of the COO, Yellowknife Region.

Successful implementation of the complex plans will be realized with highly effective coordination and planning, with specific attention applied to change management.

The position requires a high degree of system understanding with often limited information, precedence or theory to guide decision making. The position is accountable to develop and provide solutions as part of a larger project governance structure. Once defined solutions are approved, the Manager will work with the appropriate positions (responsible) and their teams to guide the approved solution's implementation.

The Manager applies project management methodology including, but not limited to: project planning, risk management and contingency planning, change management, communication, monitoring and project and program evaluation techniques to ensure that implementation of the renewal project is done efficiently and effectively and the outcomes meet all project requirements. The scope of work can involve politically sensitive issues, where decisions often have long range impacts on the health and social service system. The position encounters competing demands and deadlines and deals with senior staff and staff in other areas who may have divergent perspectives and demands. Interest based resolutions and answers are required.

The Manager, Project Management manages a team of Project Managers, Project Officers and Business Analysts which are hired within the budget of the Stanton Legacy Project to meet the requirements and deliverables of the assigned projects. Team size can vary, depending on the phase of the project.

RESPONSIBILITIES

1. Manage the development of non-clinical project implementation plans for the Stanton Legacy Project:

- Work with partners across the HSS system to identify current processes and challenges.

- Develop options for projects that address administrative efficiency as well as current barriers, bottlenecks and cost-drivers.
 - Research best practices and benchmark projects using those best practices.
 - Where no precedence, best practice or benchmark exists, use expertise to develop these to advance the project.
 - Identify and documents positions and duties impacted by implementation.
 - Develop implementation plans for review and approval by Senior Management.
 - Provide strategic advice to superiors on the review and approval of implementation plans.
2. **Manage and oversee the Stanton Legacy Project non-clinical projects to ensure that all work and activities are consistent with approved objectives, plans and budgets and that the project is fully implemented within the required time frames.**
 - Develop implementation plans and schedules in consultation with applicable parties.
 - Oversee the work progress of each area of the plan for and manage the work schedule. Contribute to the development of a communication strategy and ensure it is successfully implemented.
 - Manage the implementation of a project tracking system. Manage the implementation of a project plan.
 - Ensure that all applicable activities are accurately tracked and reported on.
 3. **Manage direct reporting and assigned staff for the effective completion of projects. Staff includes but is not limited to Business Systems Analyst, Project Officers, and Project Managers.**
 4. **Develop, implement and manage project metrics and ensure, when appropriate, evaluation frameworks are developed, to track and monitor the overall project.**
 - Ensure project metrics and reporting mechanisms are in place for the overall management of projects to allow the reporting of project status to Senior Management.
 - Work with assigned analytics leadership to ensure that new programs or program changes have approved evaluation frameworks developed to monitor and assesses the success of innovative changes and to allow the reporting of program improvements to Senior Management.
 5. **Provide expert advice and support to proposals, activities and initiatives for the overall project.**
 - Provide expert advice for the consideration of the COO, Yellowknife region on the design, delivery and evaluation of innovation and transformation initiatives.
 - Work with experts engaged to develop clear, specific recommendations for due diligence related to collaborative services across the Stanton Legacy Project based on current best practice in other jurisdictions.
 - Investigate and/or address issues and develop relevant correspondence, briefing notes, submissions and position papers, as requested.

- 6. In collaboration with other project leaders attached to the Stanton Legacy Project, identify and assess risks and potential impacts on the project implementation process (i.e. project governance), and provide contingency plans to address variable situations as they arise.**
 - Provide expert advice and recommendations to the COO, Yellowknife Region.
 - On an on-going basis, identify risks that may challenge implementation success, and develop risk mitigation strategies.
- 7. Administer and manage required non-clinical project contracts and sub-projects.**
 - Administer and manage the Stanton Legacy Project related contracts and sub- projects, including contracts with major organizations, consultants and contractors, as well as individual service contracts, as required.
- 8. Prepare information for Financial Management Board (FMB) and/or Executive Council submissions as required for the implementation of Stanton Legacy Project.**
- 9. Fulfill accountabilities relevant to financial management of project resources.**
 - Prepare cost estimates for project budgets, and allocate resources to objectives and activities.
 - Monitor project delivery to ensure budgets, schedules, and project briefs are followed.
 - Monitor project expenditures to proactively advise the COO, Yellowknife Region of potential for cost savings or reallocation.
 - Report on variances with established budgets, resources, and schedules. Develop tendering documents, requests for proposals and contracts.
 - Ensure GNWT financial management procedures are followed. Evaluate contractor performance.
- 10. Work with the COO Yellowknife Region, to provide regular project reporting to the Stanton Legacy Project Executive Team, NTHSSA executive, Leadership Council, Regional Wellness Councils as well as the Joint Senior Management Committee (HSSA COOs and DHSS Senior Managers).**
- 11. Work with the managers and leadership in other government jurisdictions and non-governmental entities where the Stanton Legacy Project interfaces (e.g., Federal Provincial Territorial working groups, Nunavut Health and Social Services, Alberta Health and/or Alberta Health Services).**

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands

Sensory Demands

No unusual demands

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Project management and the skills and the ability to lead all phases of large and complex projects across a matrix environment or large and complex operational areas.
 - Note: Large and complex projects or management areas would be considered projects or operational areas that are multi-jurisdictional/authority projects or complex territorial/provincial mandated service areas where change can be demonstrated to have been implemented.
- Knowledge of project management standards, techniques and methodologies:
 - Ability to concurrently lead or co-ordinate multiple diverse projects.
 - Skilled in developing project charters and creating and managing integrated project plans.
 - Abilities relating to project management tools.
 - Resource management skills for the successful delivery of projects.
- Interpersonal, negotiation, collaboration and communication skills.
 - Ability in developing, managing and leading effective project teams.
Skilled in creating and supporting steering committees and creating and maintaining multiple working groups.
 - Skilled in building relationships within departments and between departments.
 - Ability to manage conflict.
 - Human relations and motivational skills to deal with day-to-day staff issues as well as the interests of stakeholders within and outside the NTHSSA.
 - Abilities in developing project communication plans and material for internal and external stakeholders.
 - Writing and presentation skills.
- Financial management skills, including project cost tracking and variance reporting.
- Skilled in risk, issues and stakeholder management.
- Skills and abilities relating to the application of change management.
- Research, strategic thinking and problem solving skills.
- Ability to work under pressure with compressed deadlines and multiple deliverables.

Typically, the above qualifications would be attained by:

A graduate degree in an administration, business, leadership, science or engineering field, and a minimum of six (6) years of progressive project management or management experience, that includes as part of the six years a minimum of two (2) years of project management or managerial experience in the Canadian health and social services system, and two (2) years of leading the management of large and complex enterprise projects.

Other combinations of post-secondary education, project management certification, GNWT/Northern senior project management, and/or related public service management experience will be considered.

Combinations of experience and education of 12 years or greater will be required based on the types of equivalent experience or education.

Certification in a nationally or internationally-recognized project management methodology (such as PMP or PRINCE2 Practitioner) is desirable.

Position Security

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred