



PHSA Agencies, Services & Programs

BC Cancer

BC Centre for Disease Control

BC Children's Hospital and Sunny Hill Health Centre for Children

BC Emergency Health Services

BC Renal Agency

BC Transplant

BC Women's Hospital + Health Centre

BC Mental Health & Substance Use Services

Cardiac Services BC

Perinatal Services BC

Trans Care BC

PHSA Corporate

The Provincial Health Services Authority (PHSA) plans, manages and evaluates selected specialty and province-wide health care services across BC, working with the five geographic health authorities to deliver province-wide solutions that improve the health of British Columbians. PHSA embodies values that reflect a commitment to excellence. ***These include: Patients first • Respect people • Be compassionate • Dare to innovate • Cultivate partnerships • Serve with purpose***

PHSA Corporate

Indigenous Health

Project Manager

Reference #66888

Regular Full-time (1.00 FTE)

Start Date: March 1, 2018

Vancouver, BC

In accordance with the Mission, Vision and Values, and strategic directions of Provincial Health Services Authority patient safety is a priority and a responsibility shared by everyone at PHSA, and as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Indigenous Health and health equity is a priority and a responsibility shared by everyone at PHSA, and as such, the requirement to continuously improve quality and relevant services to Indigenous people in BC is inherent in all aspects of this position.

In collaboration with the Provincial Lead, Indigenous Health, the Project Manager works to identify, prioritize, coordinate and document projects and portfolio activities. Plays a key role in supporting the development and promotion of the Indigenous Youth Wellness project, including but not limited to website management, social media promotion, health promotion content development, responding to requests for training, liaising with communities and filming events. Coordinates the flow of information, communicates internally and externally to respond to inquiries and clarify details, coordinates appointments and meetings, prepares and processes documents and information, assists in budget development and monitors expenditures, arranges travel and accommodation, and maintains office equipment, filming equipment and supplies.

Duties/Accountabilities:

- In collaboration with the Provincial Lead, coordinates the implementation of project and portfolio activities resulting from project planning, organizational direction or Indigenous community direction. Monitors the execution of project and portfolio activities ensuring that they adhere to appropriate processes
 - Prepares documents including presentations, spreadsheets, correspondence, meeting minutes, and reports in an accurate and timely manner. Utilizes a variety of software applications to ensure project updates are maintained, relevant and current data is used. Compiles information into reports relevant to and accessible by Indigenous communities.
 - Identifies, collects and analyzes relevant information relating to Indigenous Youth Wellness project including identifying processes requiring improvement and

provides input and recommendations to the Provincial Lead. Presents project and portfolio updates to community groups, external agencies, organizations and other stakeholders. Assists with the dissemination of information and knowledge related to project activities.

- Actively supports the management and facilitation of both time-limited projects and ongoing project activities to identify best strategies and activities for team members and other stakeholders.
- 8Assists in budget development and monitors expenditures and develops an expenditure tracking. Completes purchase requisitions/online purchasing and forwards for processing, and ensures invoices are authorized for payment and submitted for payment.
- Provides leadership by giving advice or guidance in situations that require interpretation and judgment.

Qualifications:

A level of education, training and experience equivalent to a Master's degree plus a minimum of five (5) years of experience in a health, social services, government or community organization. Knowledge of Indigenous specific health challenges and experience working with Indigenous community, organizations or health services essential for this position. Experience in project management, communications, marketing in social media, implementation and documentation. Understanding of and practical skills in project coordination/management, research and evaluation. Knowledge of funding sources, accounts, operational and capital budgets and reporting. Related experience in conducting literature searches and reviews, including grey literature and wise practice reviews, working collaboratively with a wide range of internal and external stakeholder/community groups. Knowledge of relevant computer software applications and familiarity with internet search engines, websites and navigation. Sound judgment, tact and diplomacy. Ability to work effectively and collaboratively in a demanding and dynamic environment. Excellent oral and written communication skills. Ability to think critically and a self-motivated starter. Ability to manage multiple priorities and obtain consensus with multiple stakeholders.

We invite you to apply by clicking the "**Apply Online Now**" button where you can register for the first time or enter your Username and Password in order to re-access your profile on our system.

*****Employees of PHSA must apply via the "Internal Application Process". Current PHSA staff who applies to this posting using this external site will be considered with other external candidates. Seniority will not apply.*****

Please visit internaljobs.phsa.ca to register your internal profile and apply online for internal jobs. If you require a temporary password outside of regular business hours, please email the Internal Jobs Help Desk internaljobshelpu@phsa.ca

Internal competition closes **February 5, 2018. Internal applications received after this date will be considered as late applications.**

Applications will be accepted until the position is filled.

For more information on all that the PHSA has to offer, please visit: <http://careers.phsa.ca>

PHSA is committed to employment equity and hires on the basis of merit. We encourage applications from all qualified individuals, including Aboriginal peoples, persons with disabilities and members of visible minorities.