

EMPLOYMENT OPPORTUNITY
**Project Manager, Enterprise Project Management Office
Shkaabe Makwa Projects
Information Management Group**

Position Description:

Shkaabe Makwa at CAMH is the first hospital-based Centre in Canada designed to drive culturally-responsive systems initiatives to achieve health justice and wellness for First Nations, Inuit and Métis communities through the advancement of research, workforce development and innovative healing models that harmonize traditional knowledge and medical expertise.

Shkaabe Makwa is seeking a Project Manager for a full-time permanent position. The Project Manager (PM) will report directly to Shkaabe Makwa leadership for project deliverables and with a dotted line reporting to the CAMH Enterprise Project Management Office (EPMO) and to project sponsors for project deliverables.

The Project Manager will provide support to the **Provincial Indigenous Clinical Advisory Table on Depression and Anxiety-Related Disorders (PICAT-DARD), and the Provincial Indigenous Lived Experience Advisory Circle (PILEAC)**. Lead by the Mental Health and Addictions Centre of Excellence at Ontario Health (MHA COE) with secretariat support from Shkaabe Makwa at the Centre for Addiction and Mental Health, the PICAT-DARD brings together First Nations, Inuit, and Métis knowledge carriers and clinical content experts to discuss the landscape of mental health services and supports in Ontario, with a focus on depression and anxiety-related disorders, as well as The Ontario Structured Psychotherapy (OSP) program.

The Project Manager will be responsible for hands-on project management to ensure that deliverables and activities for PICAT-DARD and PILEAC are being met. Tasks include project management oversight of PICAT-DARD membership, and working collaboratively to develop work plans, accountabilities, timelines, requirements, communication plans for the assigned project(s) and ensuring these deliverables are developed and executed in a manner which supports agreed upon timelines and objectives. The Project Manager will also coordinate meetings, collaborate on agenda preparation, take minutes, prepare reports, design presentations, and ensure the completion of action items. The Project Manager will be responsible for monitoring and reporting on all aspects of the project(s) in accordance with EPMO processes. This role may involve direct and/or indirect supervision of staff delivering on project tasks (task assignment, coaching, mentoring, performance management) and budget management. This position may also include other administrative tasks related to projects. The Project Manager will liaise with PILEAC, to ensure the equitable inclusion of voices of persons with lived and living experience in endorsing table recommendations and action items.

The candidate will be experienced in community engagement and facilitation, both in person and virtually. Other requirements include a thorough understanding of principles and practices of Indigenous engagement. Superior verbal presentation and written communication skills are required. The incumbent will also demonstrate adaptability, flexibility, diplomacy and tact, and have proven ability to work collaboratively within a multi-disciplinary team.

The incumbent will have a thorough understanding of the health, mental health and social service sector, government programs and current legislation that may affect First Nations, Inuit and Métis communities and individuals. Ability to read, understand and analyze research and grey literature and explain findings to academic and non-academic audiences. Demonstrated success working and collaborating with interdisciplinary teams on team-based projects. Excellent planning and time management skills, with ability to multi-task, produce and coordinate projects to tight deadlines. Developed interpersonal communication skills including experience developing and maintaining partnerships and networks with internal and external partners.

The candidate will support a workplace that embraces diversity, encourages teamwork, and complies with all applicable regulatory and legislative requirements.

This position's head office is located in Toronto at CAMH's Queen Street site. This position may require travel throughout Ontario, including remote First Nations communities.

Key Accountabilities

- Hands on work across: initiation, planning, execution, monitoring and close of all of project related activities
- Managing project partners to ensure that there is agreement to scope, approach, deliverables and budget to achieve overall success of the project
- Management of assigned project resources – setting of context, task assignment, setting performance targets and managing performance
- Utilizing the CAMH project management methodology to drive project standards, identifying risk and issues, adhering to a formal change process and executing activities that achieve the deliverables as stated in the project charters and scope statements
- Providing leadership to and facilitate meaningful engagement of all project participants, including early identification and management of conflicting priorities
- Building effective and collaborative relationships with various project teams, portfolios, and leadership teams within and external to CAMH;
- Resource management for assigned project management resources;
- Budget development and tracking for project and operational work

Primary Duties and Responsibilities:

NOTE: The Project Manager will be the key point person for the project and be responsible for the hands-on development and execution of project deliverables.

- Working closely with the Indigenous Mental Health and Health Equity team at the MHA COE and Shkaabe Makwa leadership to develop the project approach/strategy and plans;
- Identifying project objectives, milestones, and deliverables and working with the relevant project teams to successfully achieve them;
- Establishing priorities, coordinating and supporting project teams members in their roles;
- Identifying risks and mitigation strategies;
- Identifying project issues and working with the team to resolve the issues;
- Project reporting to project funders;
- Facilitating inter-professional working group sessions and/or steering committees;
- Developing and delivering project presentations for both internal and external audiences;
- Conducting benefits realization/evaluation activities;
- Synthesizing literature and writing reports including briefing notes;
- Co-ordination and collaboration with other CAMH project teams as necessary;
- Directly and/or indirectly supervising project team members;
- Managing project budgets.

Qualifications:

- Possess a university degree, in health care or another relevant field
- Minimum 5 years demonstrated progressive and relevant experience in project management with increasing complexity and scope
- PMP is an asset
- Experience fostering partnerships, and experience coordinating committees is required
- Experience in managing large, complex projects where technology is a key component is required

- A thorough understanding of principles and practices of Indigenous engagement is required
- Knowledge of Indigenous health, cultural protocols, history and community context is required
- Experience working in a healthcare environment is an asset
- Knowledge of Ontario's mental health and addictions sector is an asset
- Experience working on healthcare projects in a clinical setting
- Excellent interpersonal skills are required
- Experience and comfort working with individuals with diverse backgrounds in a wide range of settings is required
- Strong organization and planning skills required
- Strong analytical, problem solving, and decision-making skills are required
- Demonstrated flexibility and ability to adapt and manage changing priorities required
- Proficiency in Microsoft Office including Word, Excel, and PowerPoint as well as the ability to learn new software programs quickly is required
- Excellent verbal and written communication skills in English are required

Other Skills:

- Bilingualism (French/English) and/or the ability to speak an Indigenous language would be an asset.

Please note:

- Full-time position is NOT part of any Bargaining unit.
- This position will be full-time permanent
- Candidate will need to be flexible for scheduling and hours will need to be adjusted as per project schedule and deliverables.

Salary Range: Competitive Salary & Benefits Package

Please forward your résumé to:

Human Resources
 Centre for Addiction and Mental Health
 100 Stokes Street, Bell Gateway Building
 Toronto, Ontario
 M6J 1H4
Fax: (416) 583-4316
Email: jobs@camh.ca

Please remember to include the file number when applying

Posting Date: 10/3/2024

Closing Date: 11/1/2024

File Number: 1455

CAMH is a Tobacco-Free Organization.

CAMH is fully affiliated with the University of Toronto and is a teaching hospital and research institute. As a CAMH employee you will be expected to actively support CAMH's teaching and research activities, in addition to supporting the clinical work of the hospital.

As an employment equity employer CAMH actively seeks Aboriginal peoples, visible minorities, women, people with disabilities, (including people who have experienced mental health and substance use challenges), and additional diverse identities for our workforce.