



JOB DESCRIPTION

JOB TITLE	Project Manager (Part Time)	APPROVAL/REVIEW DATE	September 2019
REPORTS TO	Executive Director		
POSTING DATE:	September 17, 2019		
CLOSING DATE:	October 1, 2019		
SUBMISSION:	Submit a cover letter and resume by 5:00 PM on October 1, 2019 to rlester@hearthousehospice.com		
SALARY:	Commensurate with experience. Please identify salary expectations in cover letter.		
VISION	To make a meaningful difference in someone's end of life experience.		
JOB PURPOSE	<ul style="list-style-type: none"> • To manage a large construction project in collaboration with Trillium Health Partners (THP) from conception to the finished and occupied facility for the new Hospice Centre residential development in Mississauga. • Overall planning related to the construction project includes coordination, distribution of resources, management of the building project from conception to completion, time management, risk management, creating and managing the construction budget, staff, relationships, and communication with all vendors and parties. • This project is a multi-year development initiative involving multiple stakeholder groups and several important work streams that will each be critical to the successful completion of the building. • The Project Manager will work to ensure a coordinated approach reporting to senior leadership, partners, and the Board of Directors. 		
ENVIRONMENT	Office/out of office at the construction site; offices of architects and other service providers.		
RISK	Travel by car; overtime and evening work; working to deadlines.		

JOB REQUIREMENTS - QUALIFICATIONS	
CORE COMPETENCIES:	JOB SPECIFIC REQUIREMENTS:
ACCOUNTABILITIES	
Job specific responsibilities.	<ol style="list-style-type: none"> 1. Ensure all activities are aligned with THP Design Principle Guidelines (to be developed), Heart House Hospice Strategic Plan, and the Ontario Ministry of Health capital project guidelines. 2. Support the Executive Director in establishing the PMO, including project controls and reporting mechanisms. 3. Plan and coordinate all aspects of the construction process, including (however not limited to): <ol style="list-style-type: none"> a. Creating and posting Requests for Proposals (RPF) for services including Architectural, Landscaping, Building Contractors, Interior Design, FF&E (Furniture, Fixtures & Equipment), etc. b. Manage the procurement process, including tendering and negotiating contracts, ensuring alignment with Ontario Ministry of Health guidelines. c. Collaborate with the Heart House Design & Furniture Advisory Committee for the procurement of interior furnishings. d. Creating and managing budgets for large construction projects, cost controls, and value engineering. e. Working with cost consultants. f. Managing change order process. g. Hiring contractors and working with engineers, architects, and other vendors.

	<ul style="list-style-type: none"> h. Obtaining permits/licenses. i. Supervision of construction activities on and off site. <ol style="list-style-type: none"> 4. Lead the overall coordination across the various work internal streams within the project, working closely with the leaders and teams for each to ensure alignment (i.e., Fundraising Campaign, Design and Furniture Advisory Committee, etc.) 5. Monitor and report on progress, problems and solutions of the project to all stakeholders and escalate issues as appropriate. 6. Participate in the creation and delivery of innovative presentations and proposals to all levels of the organization, including senior management, Board of Directors and external audiences. 7. Engage and communicate with stakeholders on an ongoing basis and ensure changing resource and project requirements are met and understood. 8. Monitor and report on progress, problems and solutions of the project to all stakeholders and escalate issues as appropriate. 9. Lead development of in-house project management knowledge and best practices.
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QUALIFICATIONS

	<ol style="list-style-type: none"> 1. Undergraduate degree in engineering, business, life sciences, health informatics or related discipline and/or diploma in construction management and/or equivalent experience. 2. Minimum 5+ years of experience in construction project management, preferably in healthcare environments, government or private sector required. 3. Proven track record of success in managing projects in residential and/or commercial constructions; health care, long term care, retirement home care, or hospice would be an asset. 4. Knowledge of construction materials, processes, and equipment. 5. Advanced understanding of risk management. 6. Exceptional strategic and critical thinking skills. 7. Ability to excel in an ambiguous and complex environment. 8. Strong leadership, adaptability, interpersonal and collaboration skills are essential for this role, including the ability to build strong relationships. 9. Experience with project management processes and best practices, as well as corporate level reporting. 10. Excellent organizational, time management and project management skills. 11. Demonstrated ability to multi task and prioritize tasks effectively. 12. Superior analytical and problem solving abilities. 13. Demonstrated effectiveness at leading and working with teams, including supporting collaborative design of products with cross-functional groups. 14. Demonstrated ability to develop effective and comprehensive reports and presentations for various audiences. 15. Proficiency in Excel, PowerPoint and Microsoft suite skills. 16. Proficiency with CAD drawings and an ability to read and interpret blueprints, structural drawings, etc.
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Approved by:	Date:
Acknowledged by Employee:	Date:
Effective Date:	Date: