



Roger Neilson House is an eight-bed, paediatric palliative care hospice in Ottawa committed to easing the distress of children and families. We are currently looking for a dynamic, innovative and flexible professional who is interested in working with our team to meet the needs of the children and families we serve.

TITLE:	Project Coordinator, Legacy Project [Term Position]
REPORTS TO:	Manager, CHEO Palliative Care Service and Roger Neilson House
SALARY RANGE:	TBD

Roger Neilson was well known for his generosity, humanity, sense of humour, compassion and love of children. These values, as well as the following, will govern our daily work with families, community and each other: Respect, Family focused care, Collaborate, Innovation, Excellence, Learn, and Celebrate. All Roger Neilson House employees will work both these values with our team, our patients and families and all of our stakeholders.

This is an extraordinary opportunity for an experienced project manager who understands and deeply respects the continuum of pediatric palliative care services that Roger Neilson House (RNH) provides.

About the Position

The incumbent will be responsible for ensuring the day-to-day management of the assigned Legacy project, as well as internal and external partner relations in connection with the project. The ideal candidate will be an organized and efficient planner, independent and able to work with a diverse group of individuals.

The candidate must passionately identify with the vision, mission and values of RNH. Due to the nature of the project, elements of intense emotion are inherent. The successful candidate will be perceptive to this point and will ensure that interactions with all stakeholders are genuinely compassionate and respectful.

The candidate will have the knowledge, experience and confidence to engage and professionally collaborate with RNH families, staff, volunteers, and Board of Directors while planning, coordinating and safely executing the work in accordance with the project plans, schedule and budget.



Responsibilities

1. Maintain and monitor project, plans, documentation, expenditures and schedules. Ensure project deadlines and targets are met.
2. Utilize project and quality management methodologies to plan, initiate, execute, monitor and control all phases of the project lifecycle.
3. Administer request for proposals to procure several key aspects of the Legacy Project.
4. Establish and maintain effective working relationships with all stakeholders.
5. Work collaboratively with the Project Steering Committee and RNH Management Team. Raise and discuss relevant issues at Legacy Committee meetings.
6. Liaise between internal and external partners and track outputs, providing support as needed for project success.
7. Organize and participate in events, meetings (project committees, team and partner meetings). Document and follow up on important actions and decisions from meetings. Prepare necessary presentation materials.
8. Oversee and direct team members whose proposals are successfully selected.

Reporting

Direction received: Reports to the Management Team and Legacy Committee. Meets regularly and issues frequent progress reports.

Direction given: oversight of assigned contractors, work teams and volunteers.

Qualifications

- Police Record Check (PRC) (Essential)
- Computer literacy with project software (i.e. Microsoft Project) (Essential)
- Project Coordination/Management experience (Essential)
- Self-directed with the advanced ability to plan, organize and prioritize projects according to priority, and ability to ask questions and to identify difficulties in meeting deadlines (Essential)
- Bilingualism – French/English (Preferred)
- Project Management Certification (Preferred)



Desired Skills, Knowledge and Characteristics

Skills, strengths or experience in one of the following areas or fields would be beneficial:

- Ability to multitask and prioritize.
- Excellent organizational skills.
- Excellent communication and leadership skills.
- University degree or college diploma in a related field.
- Certification in Project Management an asset.
- Minimum of three years of experience in a related job.
- Strong interpersonal, communication and intercultural skills.
- Experience maintaining budgets, plans, and schedules.
- Proven ability to take initiative and to work independently.
- Considerable knowledge of cost effective and efficient construction practices and renovation methods.
- Considerable knowledge of building trades.
- Considerable knowledge of the principals of supervision, organization and administration.
- Ability to direct large construction operations and monitor project schedules.
- Ability to inspect construction and renovations for compliance with standards and codes.
- Ability to maintain complete and accurate records and to develop meaningful reports from those records.
- Ability to communicate effectively both orally and in writing.

Interested and qualified candidates are invited to forward a resume and cover letter in confidence to:

Attn: Helen Yoxon, Manager, Roger Neilson House

399 Smyth Road, Ottawa ON, K1H 8L2, fax (613) 523-3617 or by email to: info@rogerneilsonhouse.ca

Should the applicant require any accommodations during the application process please notify the Manager of Roger Neilson House as per the Accessibility for Ontarians with Disabilities Act.

Roger Neilson House thanks all applicants for their interest, however, only those candidates who meet the requirements for an interview will be contacted.

Posting Date: February 26, 2019

Closing date: March 12, 2019