

## Project Coordinator

<b>Job Status:</b>	Regular Full-Time		
<b>Department:</b>	BC SUPPORT Unit	<b>Job Number:</b>	2018-02
<b>Reports to:</b>	Business Manager		
<b>Effective Date:</b>	February 2, 2018		
<b>Application Deadline</b>	February 23, 2018		

## Position Summary

The [BC SUPPORT \(Support for People and Patient-Oriented Research and Trials\) Unit](#) (the Unit) is a multi-partner organization created to support, streamline and increase patient-oriented research throughout BC. We define patient-oriented research as research that engages patients as partners and focuses on patient-identified priorities with the goals of improving patient experiences, health outcomes and the health system. The Unit is one of 10 SUPPORT Units established across the country as part of Canada's [Strategy for Patient-Oriented Research](#) (SPOR) led by the Canadian Institutes of Health Research (CIHR). It is also part of the [BC Academic Health Science Network](#) (BC AHSN) with the network's [board](#) providing governance and oversight.

The Project Coordinator is responsible for providing support for program delivery and project management for a variety of initiatives, and to manage components of assigned projects. In consultation with the Business Manager, project managers and staff, the Project Coordinator provides support for small and large projects, including project development, change management, research, monitoring and reporting, financial tracking, risk and issues management.

The secondary role of the Project Coordinator is to provide the Unit with overall support for delivery of services. The Project Coordinator will provide general support to several subject area experts and specialists, through provision of planning, organization and administration services.

This individual demonstrates a standard of excellence, enjoys challenges, and is results-driven. They should also be highly motivated, a skilled communicator, and demonstrate the ability to use their own initiative and manage time effectively.

## Key Responsibilities

- Supports the development of project plans, change management plans, risk management plans and other project artefacts.
- Tracks project performance, specifically to analyze the successful completion of short- and long-term goals.
- Prepares project financial analyses to support project evaluation and reporting.
- Engages with other team members, stakeholders and partner delivery organizations and regional centre staff to foster positive relationships, and to support those individuals in successfully meeting their respective mandates.
- Supports the design, implementation and ongoing management of systems to plan, track and report on progress towards project and organizational goals and objectives.
- Tracks and reports on project risks and issues supporting the organization.
- Supports planning and development of communications, including workshops, conference calls, project board and management meetings. They are also responsible for developing and communicating meeting material, tracking and reporting on action items and deliverables.
- Supports Unit personnel in executing various elements of the project and operational plans.
- Develops written communication to clearly articulate project status, issues, risks and other business operations topics.
- Oversees and/or participates in day-to-day planning, organizing, budget and contract implementation and coordination of BC SUPPORT Unit events and public engagement activities.
- Supports, and/or works with Academic Health Science Network staff as required.

*This job description outlines the key responsibilities for the role, and is not meant to be exhaustive. Other responsibilities and tasks may be assigned, or may naturally become a part of this role over time.*

## Education/Work Experience

- A bachelor's degree in business, communications, health sciences, business, or a related discipline.
- Prefer formal project management training, such as the Project Management Institute PMP or Prince 2 Certification.
- Experience working in business development, administration or related area; experience supporting non-profit organizations with business development considered an asset.
- Three to five years of experience working in project management in a complex working environment dealing with multiple stakeholder groups.
- Advanced Outlook, Word, Excel, PowerPoint skills, and with the ability to produce documents with accuracy and speed.

- **OR** equivalent combination of knowledge, education, training and experience.

## Skills

- Strong interpersonal skills and ability to liaise with program and organization staff, patients, academic communities, hospital staff, community partners and the general public.
- Strong organizational, time management skills with the ability to multi-task and manage competing priorities.
- Strong written and oral communication skills needed to successfully interact with internal and external stakeholders.
- Self-directed and able to work independently.
- Skilled in evaluating, improving, and streamlining complex work processes.
- Maintain high levels of confidentiality and sensitivity with regards to client/stakeholder needs.
- Demonstrated understanding of how to work as a team player within a multi-stakeholder health research environment.
- Skills in additional software applications to support BC SUPPORT Unit activities considered an asset.
- Previous experience in health care or public sector considered an asset.

## How to Apply

- Please email your resume and a cover letter outlining your interest and relevant experience to BC SUPPORT Unit human resources ([hr@bcsupportunit.ca](mailto:hr@bcsupportunit.ca)) by February 23, 2018, with the subject line: "Project Coordinator Application."

*The BC SUPPORT Unit thanks all applicants for their interest. Due to the high volume of applications received, only short-listed candidates will be contacted.*