

# Manager of Projects

**Position:** Full-time, minimum two-year contract with the possibility of extension

**Location:** Vancouver, B.C. (hybrid work- combination of in office and at home). Relocation allowance available.

**Start date:** As soon as possible (April 2022)

**Application Deadline:** Applications will be accepted on a rolling basis until the position is filled.

**Compensation Range:** \$100,000-\$120,000 with a generous vacation, benefits and pension package

## THE OPPORTUNITY

Are you eager to be part of a values-based organization that's helping to solve the nursing crisis? Are you a seasoned leader who's led complex programs and projects, and who is excited to be part of a growing, dynamic organization? Are you a gifted people-person who thrives in environments that require creativity and problem solving? If this sounds like you, keep reading!

## WHO WE ARE

The Nursing Community Assessment Service (NCAS) is part of the BC College of Nurses and Midwives. BCCNM is empowered under the Health Professions Act to regulate the practice of all licensed practical nurses, nurse practitioners, registered midwives, registered nurses, and registered psychiatric nurses in British Columbia. Regulation helps to protect the public by ensuring that professional care or service received by the public is competent, ethical, and meets the standards that society views as acceptable. NCAS operates as a unique and independent unit within BCCNM.

BCCNM launched NCAS in January 2017 to assess the competencies of professionals seeking to enter nursing practice in BC and other parts of Canada. NCAS is a testing service that regulators rely upon to determine if an individual is safe to enter practice. Our high-stakes assessment is comprised of a computer-based test that is administered at testing sites all over the world, as well as a simulation-lab assessment that is delivered both online and in person at various sites in Canada.

## WHAT WE BELIEVE

At BCCNM, we value and celebrate diversity. We are committed to fostering an open, welcoming, and inclusive work environment where we value and respect all perspectives. We aspire to employ staff who are representative of the diverse B.C. communities we serve. BCCNM is also committed to making our health system more culturally safe for Indigenous Peoples of First Nations, Inuit, or Métis ancestry. We welcome and encourage their applications.

Each of us strives to meet our commitment to the following values to maintain a workplace that is welcoming, respectful, and supports the well-being of every BCCNM employee:

- Trust is essential
- Better together

- Speak the truth
- Protect the public
- Stay curious

## WHAT WE OFFER YOU

Our office is located at 200 Granville Street in downtown Vancouver, and rests on the unceded territories of the Musqueam, Squamish and Tsleil-Waututh nations. This position is ideal for an individual who is comfortable working in a hybrid remote and in person environment.

As a member of the team, you can expect to work in a collaborative, team-based environment and to be treated in a respectful and professional manner. The College is committed to employee professional development and career growth. We promise to provide you with rewarding work that challenges you. While you will be busy, the College supports staff in achieving a healthy work-life balance. BCCNM offers a highly competitive total compensation package that includes a generous vacation package, extended health benefits, contributions towards the municipal pension plan, and a health and wellness allowance. In addition, a reallocation allowance is available.

## WHAT YOU'LL BE DOING

The Manager of Projects (MP) implements and manages a variety of large and small projects while also providing guidance to the NCAS team to strengthen its project management muscle. The vast majority of these initiatives are NOT technology related, and we urge those who have managed a diversity of projects and programs to apply. The MP works closely with NCAS team members, stakeholders, and contractors to build project implementation plans and charters, to engage stakeholders, and to implement, track and evaluate initiatives. This is an ideal role for a skilled mid-career professional with program management experience in sectors that require excellent stakeholder and government relations.

## RESPONSIBILITIES

- Develop and elaborate project charters, as well as project implementation plans that include measurable targets, milestones, and budgets.
- Serve as the lead project manager for the NCAS Bilingual Triple-Track initiative, which involves multiple deliverables over a two-year time frame.
- Implement a range of smaller projects from project charter to final report
- Provide oversight and support to smaller NCAS initiatives and provide guidance and expertise to strengthen NCAS' project management overall.
- Identify project risks, anticipate, and resolve problems, and elevate issues/problems as they arise; present options based on thorough evidence, experience, and best practice.
- Delegate, coordinate and provide oversight to members of a project team, and identifying all resources (human, financial, etc.) required to achieve project goals.
- Develop funding proposals and negotiate supplier and consulting contracts
- Create evaluation frameworks and provide regular reports (including financials) to stakeholders
- Create and execute requests for proposals or expressions of interest as required.
- Create, liaise with, and provide support to project advisory committees
- Build and maintain government and stakeholder relations
- Foster and maintain an organizational culture that promotes mutual respect, teamwork, and service

excellence.

## ESSENTIAL SKILLS AND QUALIFICATIONS

This is a position for a seasoned project manager. The ideal candidate for this position will have the following:

- A minimum of seven to ten years' experience leading, managing, and evaluating progressively complex programs or projects involving multiple stakeholders.
- A minimum of an undergraduate degree and/or project management certification or commensurate work experience.
- Bilingualism or strong proficiency in French is preferred.
- Demonstrated evidence of full project-cycle leadership from project development and planning to implementation, reporting and evaluation.
- Exceptional proposal and report-writing skills, along with evaluation and budget management experience.
- Experience negotiating and managing consultant contracts.
- Experience in gathering requirements from various stakeholders, and in translating those requirements into Requests for Proposals.
- Proven ability to build and maintain relationships with various stakeholders, including government, to establish credibility, seek direction, solve problems, build consensus, and achieve objectives.
- Demonstrated ability to plan strategically, to analyze and respond to complex problems, risks, and changes to project as necessary, to meet goals and timelines of project.
- Strong Communication (written, verbal and presentation) and interpersonal skills.
- Demonstrated ability to develop and manage budgets, facilitate meetings, produce meeting and presentation materials to guide decision making, and to prepare narrative and financial reports.
- Knowledge and understanding of project management practices, tools, programs, and platforms such as ClickUp or MS Projects to support effective management and evaluation.
- Demonstrated ability to be a self-starter, to work quickly and effectively.
- Demonstrated understanding of diversity, inclusion, and cultural humility as they apply to nursing and midwifery practice and health care.

### **Additional Assets**

- Knowledge of high stakes exam and testing development processes, including trends
- Knowledge of the business of regulation, particularly in the area of health care
- Knowledge of nursing and/or the health sector in general

## HOW TO APPLY

We offer accommodation for applicants with disabilities to take part in the selection process. If we contact you about an interview or testing, please let us know if you require accommodation. We keep all information in relation to accommodation confidential.

Please forward your resume and cover letter in French or English, to [careers@bccnm.ca](mailto:careers@bccnm.ca). Please use "NCAS Manager of Projects" as the subject line of your email. Applications will be accepted on a rolling basis until the position is filled, so please apply immediately.

Note: References, education and professional credential verifications, and a criminal record check will be required for all final candidates.

*While we appreciate all responses, only shortlisted applicants will be contacted.*

Learn more at [www.ncasbc.ca](http://www.ncasbc.ca) and [www.bccnm.ca](http://www.bccnm.ca).

Thank you for your interest in the BC College of Nurses and Midwives.