



Who We Are

Founded in 1891, the College of Pharmacists of British Columbia is located on the traditional, ancestral and unceded lands of the xʷməθkʷəyəm (Musqueam), Sḵw̱x̱wú7mesh (Squamish), and səliłwətał (Tsleil-Waututh). The College is a BC health regulatory body and is a vital link in the chain of trust between patients, pharmacists and pharmacy technicians; Its job is to protect the health and safety of the public by licensing and regulating pharmacists and pharmacy technicians and the pharmacies where they practice. The College is responsible for making sure every pharmacist and pharmacy technician in BC is fully qualified and able to provide the public with safe and ethical pharmacy care.

Achieving Excellence Canada's Gold Certification further establishes the College as a modern, relevant and progressive organization, which is able to continue to fulfill its duty to protect the public within an ever-changing provincial health landscape. The College believes in integrity, transparency, and excellence. As part of our team, you can expect to be treated professionally and with respect. We strive to work hard as a team to succeed, while supporting our staff in achieving a healthy work-life balance.

Our Values

Accountability

- *We value the importance of our work and take responsibility for our decision, words and actions.*

Integrity

- *We act ethically, honestly and in good faith.*

Indigenous Cultural Safety and Humility

- *We help to ensure that Indigenous Peoples have access to a culturally safe healthcare system, free from Indigenous-specific racism.*

Respect

- *We value the feelings, culture and preferences of others and recognize that they are as important as our own.*

Our Diversity, Equity and Inclusion Commitment

The College is committed to helping our health system become culturally safe and free from Indigenous-specific racism. As recognized in our updated Strategic Plan and the *In Plain Sight* report, and acknowledged as a gap in our staff complement at the College, we are very interested in recruiting Indigenous individuals and encourage their applications.

We are committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. The College seeks to attract, retain, and develop a qualified, capable, and diverse workforce that is reflective of all our communities. We are committed to employment equity by ensuring all human resource practices comply with the provisions of the Human Rights Code, address unintentional bias and are impartial, fair and honest. The College also fosters a welcoming, inclusive, and respectful environment where ongoing diversity, equity and inclusion learning and training are offered; cultural and social awareness are provided; and religious observances are acknowledged.

About the Role

Based in Vancouver, the College is seeking to hire an individual with a strong familiarity with project management software tools, principles, methodologies, and best practices to take on the role of **Project Manager – PMO**.

Reporting to the PMO Manager, the successful candidate will have at least 5 years of relevant work experience and is certified as a PMP or PRINCE2 Practitioner (or an equivalent combination of education and experience). A project management designation is preferred and and/or previous supervisory experience would be an asset.

The Project Manager is responsible for managing the planning, executing, monitoring, controlling, and closing of concurrent projects, while ensuring that services and operating standards are in alignment with the College's strategic objectives and the College's policies, procedures, and bylaws. This role will support the PMO Manager in reinforcing and embedding standardized project management methodologies and practices across the organization. Additionally, it encompasses the maintenance of the aforementioned elements to ensure ongoing alignment with institutional objectives and continuous improvement. This role will also involve liaising with various partners to ensure project goals are clearly defined and met, facilitating cross-departmental communication, and providing support and guidance to project teams.

Essential Duties

- Leads the process of project initiation and creates the Project Charter through effective collaboration with the project sponsor and partners identifying the project scope and objectives, key constraints, and the delivery approach for the project.
- Plans resource allocation for the project with project sponsor or department lead(s) in order to reach objectives and manages resources in an effective and efficient manner.
- Prepares budget based on scope of work and resource requirements, and tracks project costs in order to meet budget.
- Develops and manages a detailed project schedule and work plan that outlines costs, time and scope; leads the execution activities of the project including project integration and coordination; and monitors, supports, motivates and oversees the progress of the project.
- Identifies and works to resolve delivery dependencies within assigned project and operational priorities, and proactively mitigates and escalates issues for joint resolution with partners as needed.
- Provides clear, accurate and timely communications to the project team members and/or partners on all aspects of the project including strategy, adjustments, and progress.
- Measures project performance to identify areas for improvement and leads the process of project closure.
- Maintains professional knowledge in order to contribute to the improvement of project management best practices across the organization and to help drive consistency, transparency and execution on projects.

Qualifications, Skills and Knowledge

- Bachelor's degree in business, public administration or related field with 5 years of relevant work experience (and/or equivalent combination of education and experience)
- PMP/PRINCE2 Practitioner required
- Strong familiarity with project management software tools, principles, methodologies and best practices
- Experience seeing projects through the full life cycle
- Previous management/supervisory experience an asset
- Strong written and verbal communication skills with an ability to communicate information effectively
- Strong problem-solving and analytical skills, including demonstrated proficiency in recommending solutions
- Extensive project management skills in a complex and diverse environment
- Ability to interpret, apply and execute approved policies, strategic directions and operational functions
- Ability to reconcile differing perspectives, develop consensus and secure cooperation and support from partners and team members
- Demonstrated proficiency in using appropriate techniques to facilitate effective change management
- Strong digital acumen, including demonstrated knowledge of adopting or using appropriate technologies
- Proficient in Microsoft Office Professional (Intermediate to Advance level of Access, Excel, OneNote, Outlook, PowerPoint, Publisher, Word and Microsoft Teams) and Microsoft Project
- Ability to prioritize and manage project deadlines
- Effective leadership skills and an ability to maintain a high performing team
- Emotional intelligence with an ability to be understanding and manage own emotions
- Ability to maintain objectivity and fairness, and be approachable and actively listen
- Ability to build and maintain effective working relationships
- Ability to maintain tact when dealing with a diverse group of people with different personalities
- Ability to exercise diplomacy, tact and discretion when working with confidential / sensitive information
- Ability to deliver results under pressure with strong detail orientation and drive for accuracy
- Commitment to continual learning and a drive for intellectual curiosity to innovate and improve

Salary and Benefits

The compensation for this position is \$90,000 to \$110,000 annually based on a 35-hour work week. The starting salary will be determined based on factors such as the successful candidate's job-related knowledge, skills, experience; salaries of other employees in the same salary range; market conditions and other relevant factors.

The College provides a competitive compensation; an attractive paid-time off package that gives annual vacation, personal days, and additional days off during the year-end office closure; and extended benefits that include healthcare a defined benefit plan with the Municipal Pension Plan. We have a flexible work environment that includes a hybrid work model with an assigned schedule. We offer opportunities for personal and professional growth; provide flexibility; strive for work-life balance; and provide an excellent and dynamic work environment where innovation, teamwork and creativity are highly valued.

How to Apply

The College offers accommodation for applicants with disabilities to take part in the selection process. Please let us know if an accommodation is required when you are contacted about an interview and/or assessment. All information in relation to accommodation is kept confidential.

Please submit a cover letter and resume to hr@bcpharmacists.org by end of day **July 8, 2024**. This opportunity will remain posted until filled; however, priority consideration will be given to those who apply by the deadline. References, education and professional credential verifications, and a criminal record check may be required for all final candidates.

**Please note that applications will not be kept on file and only applicants selected for an interview will be contacted.*