

Delivery Manager (Level 6)

Background

Created in 2007, the Canadian Partnership Against Cancer (“the Partnership”) is an independent organization funded by the federal government to accelerate action on a national cancer control strategy. The Partnership collaborates with a variety of experts, organizations and stakeholders across the country to harness the best of what is working well to control cancer and to effectively implement this strategy coast to coast. We share with our partners the common goals of reducing the risk of cancer, lessening the likelihood of Canadians dying from cancer and enhancing quality of life for those affected by cancer.

With funding for a second five-year mandate to 2017, our vision is to continue to lead, learn and take action on the growing body of evidence and knowledge about cancer prevention and care. With a focused approach, we will execute our strategic priorities, and tangibly measure and demonstrate how the pan-Canadian cancer control strategy has reduced the burden of cancer on Canadians.

The position of Delivery Manager is part of the Finance and Corporate Services Division which also includes Procurement, IT and Administration. This Division is responsible for ensuring the Partnership maintains the secure technical, operational, infrastructure and day-to-day capabilities necessary to achieve its cancer control outcomes within budget.

Overview of Role

Reporting to the Director, Finance and Administration, the Delivery Manager is accountable for project management and direct delivery support to successfully implement and measure the Partnership’s program initiatives in areas such as Cancer Prevention & Research, Screening & Early Detection, Diagnosis & Clinical Care, Person-Centred Perspective and System Performance. The role of the Delivery Manager, working with an interdisciplinary team across the organization and with external partners, includes leading overall business planning; detailed project planning; ongoing management, monitoring and controlling scope and budget, risks and issues; and project analysis and reporting. These responsibilities are all in support of achieving the organization’s cancer control outcomes with the goal of making a positive difference to the lives of Canadians affected by cancer.

Mandate-Specific Accountabilities

- In support of the program team, which may include the Director/Advisory Groups/Program Leads, lead the corporate planning, including the development of the annual work plan, long term plans, to meet the outcomes for programs as well as progress reporting on those plans as required by the Partnership’s management, Board of Directors and Health Canada.
- Collaborate with the applicable content experts supporting the program strategy and initiatives to establish project foundations, including baseline data, business cases and full project plans to support the execution of the annual and long term plans.

- With input from the program leadership, specialists and content experts, actively manage one large or a collection of projects for one or more program area. This includes tracking project progress according to project plan and project gating, monitoring and reporting on project and major barriers encountered, and making recommendations related to changes required following the change control processes to facilitate a successful outcome.
- Monitor contract deliverables of projects with external partners in the cancer control field to ensure successful achievement of program goals.
- Collaborate with colleagues within the organization to provide project information on behalf of content leads to integrate work related to finance, procurement, strategy, evaluation and performance measurement. Actively support the development and facilitation of request for proposals (RFP's) and external service and partner contracts/agreements. Proactively influence direct and indirect partners and resources for the achievement of program efficiencies, effectiveness, and measurably improved and sustainable economic and social outcomes:
 - Collaborate with a team of internal and external peers and analysts
 - Drive innovations in the delivery function to achieve maximum productivity and synergies with management and staff in the Partnership's program areas
 - Identify and effectively resolve issues, working with finance to redirect budget and resources as applicable.
- Collaboratively establish and proactively manage risk management plans, identify risk mitigation strategies and monitor risk throughout the project lifecycle; escalate risks when needed; and maintain and handle the issues log.
- Identify and analyze project schedule, and scope/quality variances and areas of concern; communicate actual or projected variances for project status reporting; collaborating with finance analysts and procurement colleagues where budgets and contractual agreements are involved.
- Act as primary contact for scheduled and ad hoc project status updates and reporting, including cancer control indicators, leading and lagging, and other measures.
- Collaboratively establish processes and controls by contributing to and applying the Partnership's Delivery Management Framework, including methodology, change management, tools, guidelines and templates. Ensure that all project control activities are executed within the framework.
- Collaboratively capture and document Lessons Learned and translate to Delivery Management Office methodologies and tools. Assists the Director, Finance and Administration as needed in fulfilling the responsibilities of the Delivery Management Office.

General Accountabilities

- Be accountable for collaboration across divisions and portfolios and with external partners
- Support Director/VP Accountabilities, overall strategic priorities and core enabling functions
- Support division strategy and goals, allocate resources and deliver results on time and within budget

Essential Skills and Attributes

- Proven project management skills, with knowledge and experience in all facets of the project management life cycle with a quality orientation and attention to detail
- Strong business acumen
- Excellent analytical, interpretive and problem solving skills
- Excellent written and verbal communications skills
- Excellent interpersonal skills with the ability to interact and work effectively with colleagues and staff of all levels and disciplines, both internal and external to the organization, to engage and build relationships
- Demonstrated leadership and relationship management skills with an emphasis and commitment to collaboration
- Demonstrated ability to manage complex relationships and maintain internal and external key contacts at all levels in order to deliver on priorities
- Ability to work under pressure to meet deadlines, balance work priorities and resolve problems in a timely manner
- Ability to be adaptive and flexible to prioritize and multi-task within a fast-paced environment
- Excellent knowledge of and demonstrated experience in health sector issues/challenges

Experience and Education

- University degree preferably in a health related field, and PMP designation or equivalent designation/certification from a recognized institution
- Minimum 5 years of progressive project management experience
- Comprehensive experience facilitating and managing complex projects and working collaboratively with cross-functional teams and partners
- Experience in healthcare and the not-for-profit sector
- Extensive knowledge of Microsoft Office products, project management and presentation applications; proficiency with MS Project an asset
- Experience with Enterprise Resource Planning (ERP) Systems for project management an asset