

Posting #24-002AC

Project Manager Office of Research and Innovation Northern Health, Memorandum of Understanding (Term, 1-Year, Part-time)

Purpose

The Project Manager will be responsible for driving the implementation and management of the Memorandum Of Understanding (MOU) between University of Northern British Columbia (UNBC) and the Northern Health Authority (NH). This MOU between a research intensive university and provincial health authority is unique in BC, and demonstrates a commitment to the integration of academic and health services leadership for the people of Northern BC. This position will foster strong relations between UNBC, Northern Health and other stakeholders to progress a shared commitment to furthering knowledge, developing capacity and advancing the health of northern British Columbians through the integration of practice, education and research. This position will work within the Office of Research and Innovation (ORI), UNBC, in partnership with the UNBC Health Research Institute (HRI) and in collaboration with the relevant NH teams and leadership. The role will manage a budget, break down barriers, and work towards ensuring quality and performance assessment of services; which support the successful delivery of UNBC-NH MOU activities.

Responsibilities

Duties include but are not limited to:

- Inspiring and leading others to achieve goals and deliverables through facilitation, effective communication of the MOU vision;
- Empowering and enabling the UNBC/NH MOU Steering Committee and Working Groups (WG) to advance MOU initiatives, goals and success;
- Fostering collaborative working relationships with key partners supporting the MOU (UNBC ORI and HRI, and key NH teams), the MOU Steering Committee, the four MOU working groups, and with other individuals, groups and partners the MOU activities may impact;
- Preparing, sharing and updating required project plans, work plans, and statements of work for the various project components;
- Providing direction and guidance to Project team members to support problem solving and facilitate communication within the complex, dynamic multi-site operating environment
- Managing project budgets, monitor expenditures, identify synergies and report on variances related to the project;
- Responding to strategic opportunities, key issues, and concerns of stakeholders in relation to the operationalizing the MOU, including communicating challenges and opportunities to the Steering Committee and/or Working Groups as necessary, supporting resolution of problems and responding to emerging priorities;
- Assisting the Working Group Leads and Steering Committee Chairs in operational coordination of MOU meetings, projects (as described in workplan), and budget management;
- Managing the development and implementation of MOU budget request processes and prepare



- annual reports of the MOU budget and workplan deliverables;
- Driving the development, implementation and monitoring of MOU workplan performance and accountability measures; and
- Preparing annual evaluation reports outlining MOU progress.

Qualifications

This position requires an undergraduate degree in a relevant field, and a minimum of two to three years of related experience, preferably in an interdisciplinary and diverse team environment (e.g., health system, academic, community settings). Preference will be given to someone with project management experience.

An equivalent combination of education and experience will be considered.

Salary

Salary will be commensurate with education and experience. The anticipated annual salary to be paid is \$60,000.00.

Normal hours of work will be 8:30 am – 4:30 pm Monday – Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, place of origin, age, physical disability, mental disability, sexual orientation, gender identity, and any other prohibited grounds of discrimination as outlined in the BC Human Rights Code.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the



traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the LGBTQ2+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education quoting competition #24-002AC to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Priority will be given to applications received by June 15, 2024. Applications will be accepted until the position is filled.

