

Project Manager (Bilingual)

Position: 2 years contract, Full-time with the possibility of extending

Location: 200 Granville St, Vancouver, B.C. (Hybrid: A combination of home-office (remote) and office-based work is expected.)

Start date: February 2022

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

THE OPPORTUNITY

Are you eager to be part of a values-based organization that's helping to get qualified nurses into the work force? Are you a seasoned Project Manager who's led complex initiatives, and who is excited to be part of a growing, dynamic organization? And do you thrive 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 are delivered both online and in person. The NCAS assessment represents a consistent, rigorous, and defensible approach for determining the extent to which individuals possess the competencies required to enter practice safely.

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.

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 be working 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 your workload 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.

WHAT YOU'LL BE DOING

The Project Manager provides oversight to and manages projects administered by the Nursing Community Assessment Service. Key among these projects is the development of NCAS' first bilingual (French/English) competency assessment tools, and the launch of an assessment satellite centre in New Brunswick. This initiative is funded jointly by the governments of BC and New Brunswick. Under the direction of the NCAS Executive Director, the PM will take this initiative, involving multiple complex deliverables, from original concept through to implementation and evaluation. The PM will work closely with psychometricians, subject matter experts, administrative support staff, nurses and nurse educators, assessment development specialists, business process and technology specialists, as well as core colleagues within BCCNM and NCAS. They will also engage with project advisory committees to ensure stakeholder expectations are met. In addition, the PM will also provide oversight to smaller NCAS projects, integrating staff as needed to ensure project delivery.

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
- Provide oversight and support to smaller NCAS initiatives, and provide guidance and expertise to strengthen NCAS' project management overall
- Identify project risks (through a risk charter), 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 the project team, and identifying all resources (human, financial, etc.) required to achieve project goals
- In consultation with the Executive Director, make effective decisions in line with the expected outcomes and project goals, as well as with organizational values and priorities.
- Provide reports at scheduled points in a project's life cycle (including financial reporting)
- Evaluate projects based on established targets and metrics
- Create and execute requests for proposals or expressions of interest as required
- Liaise with, and provide support to project advisory committees, including, but not limited to, the development of Terms of Reference, reporting templates, etc.
- Perform quality control throughout all projects to ensure adherence to standards, timelines, budget and expectations

- Build, encourage and facilitate a team-oriented approach to the implementation of all projects
- 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 projects involving multiple stakeholders
- A minimum of an undergraduate degree and/or project management certification or commensurate experience
- Bilingualism or strong proficiency in both French and English is essential
- Demonstrated evidence of full project-cycle leadership from project development and planning to implementation, reporting and evaluation
- Experience leading projects in the test development sector is a critical asset
- 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 to establish credibility, seek direction, solve problems, build consensus and achieve objectives
- Ability 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 the Project Management Body of Knowledge, including best practices, tools, programs and technologies to support effective management and evaluation
- Demonstrated ability to be a self-starter, to work quickly and effectively
- Exceptional time management and analytical skills
- 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. Please use "NCAS Project Manager" 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.

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