
About The Centre for Effective Practice

The Centre for Effective Practice is one of the largest independent knowledge translation organizations for primary care in Canada. We bring together knowledge, evidence, expertise, and resources to ensure frontline providers have the information they need to deliver high-quality care and improve patients' health outcomes. In Ontario alone, our work reaches over 18,000 healthcare providers each year through established relationships with key organizations, medical schools, colleges, and associations.

As a federal not for profit organization, our objective is to identify barriers to optimal practice and produce practical solutions to address these barriers. We achieve this through the development of evidence summaries and clinical toolkits, quality improvement planning, and implementing various knowledge translation interventions including provider education, academic detailing, and integration of evidence into decision support systems. To design and execute effective approaches to improve care, we base our efforts on the highest quality clinical and implementation evidence.

Position: Project Manager, Digital

As a project manager, digital, the successful candidate will take a leadership role to manage your project team and clients with a focus on projects and initiatives related to digital health. The successful candidate will also support the design, refinement & execution of CEP's digital strategy. With strong interpersonal and project management skills, the successful candidate will be a key member of the team, supporting provincial and national level projects with the goal of delivering every project on time, within budget and within scope. The nature of CEP's work requires an individual who is able to work on multiple projects in a fast-paced work environment with competing deadlines. This is a mid-senior level position within the organization. CEP is looking for a candidate with strong management skills, knowledge of the digital health landscape, and with the experience working in health care necessary to understand the needs of our clients and design solutions that build from best practice.

Responsibilities

- Takes a leadership role in the design and execution of projects including defining project scope and objectives, maintaining project documentation such as workplans, and revising as appropriate to meet changing needs and requirements.
- Oversees and contributes to the development of final deliverables including reports, presentations, etc.
- Builds relationships with CEP colleagues, and government and healthcare representatives to remain current on industry best practices and emerging issues and trends.
- Develops and manages project budgets and allocates funds in collaboration with the project lead.
- Oversee and manage the creation and development of the CEP's digital products (e.g. HTML website, EMR tools, eForms) including development of approach, design and implementation.
- Supports the development/refinement and execution/implementation of CEP's digital health strategy
- Maintains excellent communications with external and internal team members, client(s) and stakeholder(s)
- Contributes to all other duties related to project completion as required.

Qualifications

- Master's degree in relevant field an asset
- Experience and/or good knowledge and understanding of Ontario's digital health landscape (including relevant programs/initiatives/stakeholders)

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- Experience with web technologies (HTML, CSS, JS, etc.) and website platforms (WordPress, Squarespace, etc.)
 - Experience or familiarity with Electronic Medical Records (EMRs), Electronic Health Records (EHRs)
 - Understanding of the Canadian healthcare system or experience in Canadian healthcare organizations
 - Fluent in the principles of user-centered design and confident in incorporating it into product development
 - Strong organizational skills, demonstrated through involvement in multiple projects with competing priorities
 - Comfort working in a dynamic environment and dealing with ambiguity
 - Ability to work flexible hours when required

Salary range: Commensurate with experience

Closing date: May 1, 2022

Location: The CEP is located in Toronto, Ontario. Due to COVID-19, remote work is currently required.

Terms: Full time, 1 year contract with possibility of extension

Start date: Immediate

Please submit cover letter and resume to Kory Martin (kory@yourh2r.com), subject line “CEP – Manager, Digital.”

Only short-listed and/or successful candidates will be contacted by The Centre for Effective Practice. Thank you in advance for your interest.