As a national, non-profit organization, the Royal College speaks for more than 50,000 medical and surgical specialists and resident affiliates. The mission of the Royal College is to serve patients, diverse populations and our Fellows by setting the standards in specialty medical education and lifelong learning, and by advancing professional practice and health care. Located in Ottawa, the Royal College offers a stimulating and professional work environment.

Program Manager, Competence by Design
Permanent, full-time

Reporting to the Director, Specialty Education, Strategy and Standards, the Program Manager is the primary lead for implementation and operational planning associated with the Royal College's major change initiative, Competence by Design.

The Program Manager, Competence by Design, ensures cohesion and collaboration across a variety of operational and supporting units – as well as with a wide variety of external stakeholders all seeking to implement Competence by Design in their respective institutions.

The Opportunity
Are you passionate about managing programs and providing exceptional service to key stakeholders? Does having the opportunity to be directly involved with Canada’s largest change to residency education excite you? Do you consider yourself fluently bilingual with the ability to converse in both official languages? If yes, this role is for you!

Here’s an insight into your typical day to day:
- Function as primary point of contact for residency programs in all stages of operational implementation, both internally and externally by coordinating across teams in balancing the needs of the Royal College and the user community.
- Provide support to specific operational areas in active program development, including collaboration with our Exams, Information Technology and Planning teams and external Program Directors, Program Managers, Program Administrators, PG Deans, and residents.
- Implement, support and monitor Competence by Design launch activities for disciplines and programs in the upcoming year. This will include working hand-in-hand with residency program and Faculty of Medicine leadership.
- Lead corporate reporting and risk initiatives for the program's roll out including developing program and activity metrics and contingency plans.

Does this sound like you?
- Bachelor's degree in business, education, public health or related field.
- Minimum 5-7 years’ related program/policy leadership experience, preferably in an education or not-for-profit environment.
- Strong creativity in order to design new programs and services and formulate novel approaches to solving unique, complex problems.
- Strong planning and analytical skills with the ability to synthesize input from a variety of sources and apply multiple solutions to business problems.
- Excellent organizational, time management and project management skills to plan, prioritize and coordinate own and others’ activities.
- Ability to facilitate and chair meetings
• Experience in developing and monitoring budgets.
• Ability to establish and maintain strong working relationships and exchange or provide information/instruction in a clear and professional manner both internally and externally.
• Demonstrated ability to execute large-scale process change across the organization.
• High motivation, dedication to detail and accuracy, an ability to observe deadlines, multitask and work independently or as a member of a team.
• Bilingualism is a requirement of this position; with the ability to converse in both official languages.
• Demonstrated knowledge of Canadian health care system and medical education is a significant asset.

How to get noticed
Please forward your résumé, covering letter and salary expectations by February 28, 2021 to careers@royalcollege.ca To ensure the hiring committee reviews your application, quote posting JD1210942, last name, first name in the email subject line.

Interviews for the selected candidates: Week of March 8, 2021.

We sincerely thank all applicants for their interest; however, we will only contact those under consideration. An eligibility list may be established for similar positions of various tenures. The list will be retained for a maximum period of 18 months.

We are dedicated as an organization to adhere to public health guidelines for our employees and their families. As such, we have extended our remote work arrangements for most of our teams to September 24, 2021 and are committed to regularly review this date and adjust if needed. Flexibility is key in our new world. Connect with us to learn more.

The Royal College is committed to the principles of equity, diversity, and inclusion in its learning, work environments and in its operations. We encourage applications from traditionally marginalized groups. We believe in and promote the rights of all persons with disabilities as outlined in the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA 2005) and its related Accessibility Standards Regulations. To meet this obligation, the Royal College will make appropriate accommodations available. As required, please inform People Services of the nature of any accommodation(s) that you may require to ensure your equal participation.

Click HERE to learn about Royal College and visit us at royalcollege.ca

Band 7

Starting salary ranges from $77,836 to $87,566

Accountability • Collaboration • Integrity • Respect

Responsabilité • Collaboration • Intégrité • Respect