



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.

Manager, Planning

Are you passionate about leading and collaborating with others? Do you thrive in a fast paced and results-driven project environment? If yes, we have an exciting opportunity for you!

Position Summary

Reporting to the Executive Director, Corporate Services and Chief Operating Officer, the Manager, Planning is responsible for planning and execution of priority initiatives that are in support of the Royal College Strategic and Operational Plans. The Manager leads a team of Business Analysts and Project Managers to fulfill this mandate, with a commitment to strong team mentorship and guidance with regard to strategic thinking, leadership, results orientation, collaboration and engagement. The opportunity to train teams in project management skills will be an exciting component to the change management this position will influence.

This position works across all levels of the organization, in collaboration with executive leadership and business areas.

You come to us with:

- Level of education, experience and training equivalent to an undergraduate Degree in either Commerce, Business Administration, or Computer Science. Seven to ten years of related work experience in Project Management.
- Evidence of active professional development through courses, conferences, etc.
- Minimum 5 years demonstrated management experience leading, managing and coaching a team focused on related processes and outcomes.
- Excellent written and verbal communication skills with the ability to interact and communicate with stakeholders and business leaders to effectively communicate information, deliver group presentations, and facilitate and chair meetings.
- Ability to communicate effectively with staff, and leaders and to present findings and information of a complex, technical or sensitive nature to a variety of audiences in a clear, concise and effective way, both orally and in writing.
- Ability to facilitate discussions among multiple stakeholders with various and sometimes conflicting interests to achieve a cohesive and quality approach to planning that meets organizational objectives.
- Demonstrated leadership, proven people management skills and an ability to influence a variety of constituents to adopt new practices and behaviors.
- Effective and persuasive leadership style; comfortable at all levels of an organization. Demonstrated ability to work effectively with team/work groups to accomplish goals

- Experience training teams with various responsibilities and skill sets in project management tools
- A sound understanding of change management modeling as well as capacity assessment and monitoring tools
- Experience in developing, monitoring and managing operational and project budgets.
- Strong planning and analytical skills with the ability to apply multiple solutions to business problems including assessing people, processes, financial and technological considerations.
- Strong creativity in order to design new programs and services and formulate novel approaches to solving unique, complex problems.
- Excellent computer skills including Microsoft Office 365 Suite, (Visio, MS Project, Excel, Word, etc.).
- Knowledge and understanding of various methodologies such as:
 - Lean methodologies
 - Unified Modeling Language (UML)
 - System Development Lifecycle (SDLC) or application development life-cycle
 - Project Management Body of Knowledge (PMBok)
 - Business Analysis Body of Knowledge (BABoK)
 - Agile development
- Proven team player with ability to build and maintain internal and external relationships.
- Capable of managing cross functional teams and multiple projects.
- Project Management Professional Certification is an asset.
- Lean Six Sigma Certification is required
- Experience in managing complex projects in the life sciences or health care sector is an asset.
- Bilingualism is an asset.

To apply, please forward your résumé, covering letter and salary expectations by January 31, 2021 to careers@royalcollege.ca To ensure the hiring committee reviews your application, quote posting *JD841 last name, first name* in the email subject line.

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.

The Royal College is committed to demonstrating the principles of equity, diversity, and inclusion in its learning and work environments. We encourage applications from traditionally marginalized groups including. 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 commitment, 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

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Starting salary ranges from \$90,032- \$107,916

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