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| Project Consultant, HMMS - 1 position | Posting #: 54171 |
| HMMS | Posting Date: December 02, 2024 |
| Healthcare Materials Management - London, ON | Submission Deadline: December 08, 2024 |
| Temporary Full Time | Andrew Harriman-Duke, Human Resources |
| Non-Union | Salary Range: \$43.64 - \$51.33 /hour |

HMMS is a joint venture between St. Joseph's Health Care London and London Health Sciences Centre, that has been operating since 1997 providing consolidated functions of Sourcing, Contract Management, Purchasing, Accounts Payable, Logistics, Supply Chain Systems and Inventory Management for the London Hospitals and numerous healthcare organizations throughout Southwestern Ontario.

As a full-service supply chain organization, HMMS interacts with over 9,000 suppliers to provide an item catalogue of over 90,000 active items. Learn more about HMMS through this short online video:
<https://www.youtube.com/watch?app=desktop&v=uhi8PSwKTOI>

Reporting to the Director of Finance and Operations, the Project Consultant is responsible for project leadership of a variety of initiatives/priorities of HMMS, leading each phase of the project life cycle. This role will coordinate the completion of all tasks within the projects by internal and external stakeholders.

This position will be responsible for the following activities:

Project Planning & Delivery:

Leads the planning and implementation of projects both internal and external within HMMS using Project Management and Lean Practices

Develops and maintains relationships and collaborates with key internal and external stakeholders

Coordinates the completion of all tasks identified and collaborates with the key internal and external stakeholders on time and within budget

Facilitates all project meetings and communication from team level to executive level in the organization(s)

Manages project risks and issues to ensure timely resolution at all levels, escalating when required in accordance with the project's escalation procedures.

Manages financial and personnel resources associated with a project.

Leads the development training requirements of project teams ensuring they have the skills, tools, knowledge to deliver project outcomes.

Maintains awareness of operational plans when planning and coordinating project tasks and implementations with clinical and non-clinical depts.

Ensures validity of the project scope throughout the project lifecycle.

Provides leadership to ad hoc project resources including scheduling and budget tracking

Conducts regular communication updates to all stakeholders

Process Improvements and Standardization

Reviews existing processes and makes recommendations to HMMS leadership regarding opportunities for process improvements

Leads process improvement initiatives with a Current Standard of Practice and introduces Lean and Six Sigma Methodologies to oversee improvement activities.

Contributes to special projects such as development of procedure documentation

Essential Qualifications

- Bachelor's Degree in a Business related field
- Project Management Professional (PMP) designation required
- Three (3) years of experience in leading multiple and complex projects
- Previous experience in practice and process improvement
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Proficiency in Microsoft and Projects
- Excellent attention to detail
- Advanced communication skills - written and verbal
- Advanced facilitation skills e.g. consensus building and problem solving
- Demonstrated experience in application of change management strategies
- Advanced project risk management skills
- Advanced interpersonal skills and the ability to lead with conflict resolution
- Knowledge of local and regional health care system
- Ability to coach/mentor and facilitate teams and individuals at all levels of the organization
- Project evaluation skills using both qualitative and quantitative methods
- Proven organizational skills and ability to manage multiple projects and constantly adjusting priorities
- Ability to work with limited supervision
- This role is expected to understand the roles and responsibilities of HMMS Teams and how they inter- relate and impact others within HMMS and our customers.

Preferred Qualifications

- Proficiency in French would be an asset
- Lean Six Sigma Green Belt (preferred as facilitator)

Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine (primary series/boosters, XBB or KP.2) OR one dose of KP.2 vaccine at least 14 days prior to the start date
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to. Only those under consideration will be contacted.