



Project Manager
Part-time

Saskatchewan Association for Safe Workplaces in Health's vision is
"Workplace health and safety: a priority for all"
and we are looking for the right candidate to help us reach that goal!

Interested applicants are advised that SASWH requires all new hires to be fully vaccinated which means:

*Team members are considered fully vaccinated **two weeks after** receiving: a second dose of an approved COVID-19 vaccine in a two-dose series (mixed series are acceptable); or a single dose of an approved one-dose COVID-19 vaccine. SASWH Policy HR 008*

Overview of the position:

SASWH is looking to fill a position for a Project Manager to support two key special projects for a focused two-year period:

1. Implement a Safety Management System in a specific Saskatchewan School Division (Good Spirit School Division) and,
2. Support the coordination, development, and implementation of curriculum and training for frontline healthcare workers. This work will serve to actively support the safe management of elevated behaviours in patients/clients brought on by the use of highly addictive substances such as, but not limited to, crystal methamphetamine.

Key activities of the position include:

- Reporting to the CEO of SASWH, the Project Manager will be responsible for leading the implementation of a Safety Management System in a specific Saskatchewan School Division (Good Spirit School Division), curriculum development, and training for de-escalation of elevated behaviors due to highly addictive substances.
- In this role, the incumbent will be accountable for coordinating with system partners to achieve the desired outcomes as identified in each workplan.
- In addition, the Project Manager will be responsible for driving the agenda and deliverables of the multi-stakeholder group as outlined in each collaboratively built workplan. The incumbent will be accountable for ensuring projects are properly documented, planned, and executed within the agreed upon parameters for scope, cost, schedule, and quality to support optimal and sustainable change.

SASKATCHEWAN ASSOCIATION FOR
SAFE WORKPLACES
IN HEALTH

Key responsibilities:

- Lead various stakeholders throughout each project and ensure that established targets and deliverables are met
- Collaborate to define clear project priorities, objectives, scope, and deliverables, in alignment with context for each organization/industry, working in conjunction with various system stakeholders
- Monitor progress to identify and resolve difficult, and sometimes complex regulatory requirements or process issues that are not immediately evident in a timely manner
- Ensure effective project management tracking and communication standards are met, resulting in transparency of progress, awareness, and understanding by all key stakeholders
- Responsible for the development and delivery of required progress reports, presentation and/or briefing notes, or SBARs (Situation-Background-Assessment-Recommendation) as required
- Accountable for meeting established budget controls and tracking to ensure appropriate fiscal management of each project
- Active stakeholder management with focus on building and maintaining strong relationships and ensuring expectations are understood and met - communicates effectively to a wide variety of audiences at all organizational levels.

Competencies:

- Delivers business value by leveraging qualitative and quantitative information to guide actions and make recommendations
- Manages complexity by asking the appropriate questions(s) and analyzes situations to distinguish which facts are relevant to solving a problem
- Build and maintain strong relationships; engages and influences others, working transparently and cooperatively with cross-functional teams
- Works to achieve operational and/or strategic objectives. May contribute to development of operational plans.
- Demonstrates perseverance in delivering work and problem solving – can delegate assignments and decisions appropriately
- Applies industry specific (Education Industry/ Healthcare: Mental health and Addictions) insights and trends to drive critical initiatives and leverages quantitative and qualitative information to improve performance
- Focuses on a problem's root cause(s) and explores a variety of solutions
- Acts independently to determine methods and procedures for new or special assignments. Work is reviewed for overall effectiveness of results. Decisions are guided by specific functional strategies and objectives



Required Education and Experience:

- Degree in Education, Project Management or related fields of study supplemented by successful completion of courses in occupational health and safety, as well as sound knowledge of Safety Management Systems and legislative requirements.
- Minimum 5 years of industry experience in progressively senior positions with a minimum of 3 years' experience in project management as part of a cross-functional team.
- Experience working in the areas of health and safety related policy development, project management and goal achievement, and day-to-day management of a large and complex environment.
- Strong communication skills – both written and verbal with senior level stakeholders.

Compensation Package:

- Salary: \$70.00-85.00 per hour
- Ability to work from home
- Monday - Friday

If you are looking for a great place to work, please apply to sandra.cripps@saswh.ca no later than July 22, 2022. SASWH thanks all interested applicants; however, only those who are selected for an interview will be contacted.

SASWH is a non-profit association that believes health and safety needs to be a priority for all to eliminate injuries in the workplace. Our focus is to proactively support health industry employers to achieve this objective by offering assistance through support, consultation, and training.