



Project Leader

Competition Number: J0423-0675

Job Title: Project Leader

Position Number: 10660

Job Category: Administrative and Clerical (Administrative Assistant, Clerk, Archives, etc.)

Job Type: Regular Full Time

Équivalent temps complet (%): 100

Collective Agreement / Manual: Non-Unionized

Shift Availability:

Day

Rotation

13

Open Positions: 1

City, Province, Country: Ottawa, Ontario, Canada

Posting Date: May 3, 2023

Closing Date: May 28, 2023

Salary: \$45.20 - \$53.81/Hour

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Company Bio

Hôpital Montfort is Ontario’s Francophone Academic Hospital, offering exemplary person-centred care. The hospital serves over 1.2 million people in Eastern Ontario, in both official languages. In 2018, it earned Accreditation with Exemplary Standing from Accreditation Canada, and was designated Best Practices Spotlight Organization by the Registered Nurses’ Association of Ontario. With its main partners, the University of Ottawa and La Cité college, as well as other post-secondary programs, Montfort is preparing the next generation of Francophone healthcare professionals. Since 2015, it has joined the ranks of Canada’s top 40 research hospitals through the activities of the Institut du Savoir Montfort, its knowledge institute. As part of its 2016-2021 strategy, Montfort is striving to become your hospital of reference for outstanding services, designed with you and for you. In 2019, it was named one of the world’s top 1000 hospitals. Our daily actions are guided by compassion, respect, mutual support, excellence and accountability.

Summary of Responsibilities

Under the supervision of the Director of the Corporate LEAN and Project Management Office and in support of the Facilities Management Directorate, the incumbent plans, coordinates and facilitates projects and initiatives that are primarily, but not limited to, large scale. The incumbent also acts as a change agent to encourage participation and buy-in from employees involved in projects. Finally, the incumbent oversees the execution of projects and initiatives in collaboration with a project sponsor, usually at the Vice President level.

Profile and Experience

- Undergraduate degree in management, business administration, engineering, architecture or related field;
- Hold the PMP (Project Management Professional) certification;
- Five (5) years of relevant experience in managing medium to large scale renovation projects;
- Knowledge of change strategies and strategic planning;
- Proficiency in Microsoft Office Suite (including MsProject, Excel, PowerPoint, Sharepoint and Outlook);
- Fluency in English and French, both written and spoken, at the intermediate level.

Asset

- Have a graduate degree in administration, project management, health management, engineering or architecture;
- Have experience working in hospitals that has allowed you to develop a global vision of the system and to appreciate the complexity of the hospital environment.

Skills

Hôpital Montfort recognizes the importance of the clientele through a collaborative approach of all its employees and the sense of responsibility of each one towards the achievement of a superior level of care.

To do so, you have the following key skills

- Analytical skills
- Communication skills
- Expertise leadership
- Ability to adapt
- Ability to manage change
- Ability to plan
- Know how to organize / orchestrate

Employment Equity

Montfort is committed to employment equity and invites applications from women, Indigenous people, people with disabilities and visible minorities.

If you require accommodation during the assessment period, please notify us by email at rh@montfort.on.ca as soon as possible. We will review your request and implement appropriate measures to facilitate your full participation in the selection process. Montfort reviews accommodation requests on a case-by-case basis and reserves the right to request supporting documents.

An acknowledgment of receipt will be sent. Only those selected for an examination / interview will be contacted.



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Site Plan