Richmond A GP for Me - Project Lead

**Job Posting:** Project Lead - A GP for Me

**Start Date:** by March 1, 2015

**Job Details:** contract position

**FTE:** 0.45 FTE (approximately 18 hours/week) contract through March 31, 2016

**Organization**

The Divisions of Family Practice is an innovation in health care in B.C., designed to support and advocate for family physicians, increase primary health care capacity and improve patient health outcomes. The Richmond Division of Family Practice is a non-profit society governed by a board of directors with membership comprised of 135 family physicians in Richmond. More information about our organization can be found at [www.divisionsbc.ca/richmond](file:///C%3A%5CUsers%5Calh%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C5WYRHS6X%5Cwww.divisionsbc.ca%5Crichmond).

**Project**

The Richmond Division is taking part in a province-wide initiative called A GP for Me/ Attachment. The goals of the A GP for Me (Attachment) initiative are:

1) Confirming and strengthening the relationship between family physicians and patients, including better support for the needs of vulnerable patients

2) Enabling patients who want a family doctor to find one

3) Increasing the capacity of the local primary health care system

The A GP for Me initiative supports the Richmond Division’s ultimate goal of delivering and sustaining full spectrum local health care that is responsive and reflective of the Richmond community.

This initiative in turn clearly supports the Ministry of Health, Doctors of BC and Division’s commitment to the *Triple Aim* by building a more sustainable local health system while improving experiences for patients and family physicians, ultimately contributing to better health outcomes for Richmond residents.

The A GP for Me initiative’s implementation phase will run from February 2015 through March 31, 2016. The Project Lead - A GP for Me will be responsible for oversight and leadership of five projects that are being developed to strengthen our GP community and to meet the needs of Richmond residents.

**The Responsibility**

The Project Lead - A GP for Me will report to the Board of Directors through the Executive Director. Core duties and responsibilities include leading and organizing the Neighborhood Network project, implementing all activities as outlined in the work plan and providing appropriate and timely communications to project stakeholders. The Project Lead will also look to identify and address gaps, barriers and risks and capitalize on strengths and emerging opportunities. Experience in working with community-based family physicians as well as experience with health authority led services and programs are core to the success of this role.

Some examples of the types of activities the Project Lead will be accountable for include, but are not limited to:

* Ensuring the A GP for Me project consistently supports the strategic goals and organizational plans for the Division and meets all project activities and deliverables
* Monitoring and managing project scope, charter, timelines and costs with input from project team members
* Planning and facilitating the A GP for Me Steering Committee and other meetings
* Maintaining projects plans and timelines, schedules, resources and project reports and escalates issues as required
* Preparing and leading communication strategies to ensure effective consultation and communication with our GPs, VCH-Richmond and all key stakeholders
* Oversight and support of the other members of the A GP for Me project team including project manager, project coordinators and consultants
* Liaising closely with the Executive Director, A GP for Me Project Lead, Project Team and members of the Working Group to ensure project development and achievement of deliverables
* Developing strategies for sustainability for the materials and project goals

The Project Lead will work on contract from their home office, attend meetings and perform job-related duties in Richmond as well as attend occasional meetings in Richmond and other parts of the Lower Mainland. Attendance at early morning or evening meetings will be required.

The Project Lead will be responsible for ensuring the project consistently supports the strategic goals and organizational plans for the Division. All Richmond “A GP for Me” project activities will be completed by March 31, 2016. The incumbent will hold a valid BC driver’s license and have access to a vehicle.

**Required Qualifications, Skills and Experiences**

* A Bachelor’s degree in health services, organizational development or leadership or related discipline or a combination of education and experience
* Ten years of experience, including experience in leadership and the application of coaching techniques, project management and quality improvement methodologies
* Project Management Professional designation considered an asset
* Demonstrated ability to manage, plan, implement, organize, and problem solve across multiple projects
* Demonstrated active and engaged project leadership
* Strong group facilitation and relationship building skills
* Proven ability to plan, lead and inspire positive change
* Proven high degree of initiative and independent judgment
* Knowledge of quality improvement tools, techniques and measures
* Demonstrated ability to conceptualize, structure, and implement solutions to complex problems
* Demonstrated ability to be innovative, creative, and solution seeking in an environment subject to continuous change
* Working knowledge of local primary care services in Richmond
* Excellent interpersonal and communication skills (verbal, written)
* Computer literacy with word-processing, spreadsheet, presentation and project management applications
* Ability to work independently as well as work closely in a supportive capacity with the Executive Director, Project Lead, Administrative Support and other consultants
* Ability to represent the Richmond Division professionally and in accordance with the values and priorities of the organization
* Familiarity with non-profit sector organizational operations is an asset