



Job Posting

Job Title: Project Manager
Department: HPOA Readiness
Status: Full-time; Permanent
Location: Vancouver, BC; Hybrid

Who We Are

The College of Complementary Health Professionals of BC (CCHPBC, or the College) is located on the traditional, ancestral, and unceded lands of the xʷməθ kʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) Nations. The College regulates over 10,000 health professionals across British Columbia, including chiropractors, massage therapists, naturopathic physicians, and traditional Chinese medicine practitioners and acupuncturists.

Formed on June 28, 2024, through the amalgamation of four provincial health profession regulators, the College was established as part of the Ministry of Health's initiative to modernize the health profession regulatory framework in B.C. Its primary role is to protect public health and safety by licensing and regulating health professionals and the settings in which they practice. This includes ensuring that every health professional within its purview is fully qualified to provide safe and ethical care.

About This Employment Opportunity

The College is seeking an individual with relevant experience and a strong familiarity with project management, software tools, principles, methodologies, and best practices to take on the role of Project Manager.

Reporting to the General Counsel | HPOA Transition Lead, and working closely with CCHPBC team members, stakeholders, and contractors, the Project Manager will implement and manage a variety of large and small projects from inception to completion, ensuring timely delivery within scope and budget. This will include building project implementation plans and charters, engaging stakeholders, and implementing, tracking and evaluating initiatives. Initially, this role will involve co-ordinating the development and implementation of CCHPBC processes to meet the requirements of the *Health Professions and Occupations Act* (HPOA), which is expected to come into force in mid-2025. This is an ideal role for a skilled mid-career professional with program management experience in sectors that require excellent staff and stakeholder relations.



It is essential for all College staff to contribute to a team approach with a public protection focus, delivering efficient services that align with and allow the College to meet its regulatory, strategic, and operational goals.

Duties and Responsibilities (include but are not limited to)

- Develop comprehensive project plans, schedules, and resource allocation strategies to enhance team performance and achieve project goals.
- Collaborate with key parties to define project scope, objectives, and deliverables, while coordinating internal efforts to ensure CCHPBC work processes align with HPOA compliance.
- Oversee the project lifecycle from initiation to completion, ensuring timely delivery within scope and budget.
- Utilize project management software tools and apply best practices, principles, and methodologies to manage projects effectively.
- Monitor and adjust project progress as needed to maintain quality and meet regulatory standards.
- Proactively identify and mitigate risks related to project delivery, scope, and compliance, escalating issues when necessary.
- Communicate project status, risks, and outcomes to senior leadership and all involved parties, ensuring transparency and informed decision-making.
- Facilitate regular project meetings, including status updates, risk assessments, and issue resolution discussions.
- Ensure project documentation is complete, accurate, and maintained in accordance with CCHPBC standards and HPOA compliance.
- Provide leadership and direction to project teams, fostering a collaborative and high-performance work environment.
- Organize and lead committee and engagement groups related to the project
- Coordinate and provide oversight and identify all resources (human, financial, etc.) required to achieve project goals.
- Develop funding proposals and negotiate supplier and consulting contracts
- Create and execute requests for proposals or expressions of interest as required.
- Create, liaise with, and provide support to project advisory committees.
- Build and maintain staff and stakeholder relations
- Create evaluation frameworks and provide regular reports (including financials)
- Provide briefing notes to senior leadership, CEO and the Board of Directors



Qualifications and Skills

- Bachelor's degree in business, public administration, or related field, with 5 years of relevant experience (or equivalent education and experience).
- Certification in Project Management (e.g., PMP or PRINCE2) required.
- Experience managing projects through the full life cycle.
- Strong written, verbal, and interpersonal communication skills, with proven ability to liaise effectively across departments.
- Proficient in Microsoft Office Suite (Access, Excel, OneNote, Outlook, PowerPoint, Publisher, Word, Teams) and project management software.
- Strong problem-solving, analytical, and decision-making skills.
- Experience collaborating with finance departments, with expertise in budgeting, resource management, and financial reporting.
- Ability to prioritize and manage deadlines.
- Emotional intelligence, with the ability to manage emotions and maintain fairness and objectivity.
- Detail-oriented with a strong drive for accuracy, capable of delivering results under pressure.
- Understanding of public sector/healthcare regulation and compliance is an asset.

An individual who meets either the established formal qualifications or the accepted equivalency may be considered equally for this role.

Compensation and Perks

The compensation for this position ranges from \$108,800 to \$122,400 annually, based on a 37.5-hour work week. The starting salary will be determined by factors such as the candidate's job-related knowledge, skills, experience, the salaries of peers within the same range, market conditions, and other relevant considerations.

CCHPBC offers a competitive compensation package, including health and dental benefits, employee assistance program, Municipal Pension Plan, and paid time-off package. Other perks include flexible hybrid work arrangement, professional development opportunities, and office closures for the 11 statutory holidays in B.C., as well as Easter Monday and Boxing Day.

Application Process

If you are interested in joining our team, please submit your resume and cover letter to careers@cchpbc.ca by September 6, 2024. This position will remain open until filled, but



priority will be given to applications received by the deadline. Please use “Job Application – Project Manager – (Your Name)” as the subject line of your email. References, education and credential verifications, and a criminal record check may be required for final candidates.

The College provides accommodations for applicants with disabilities throughout the selection process. If you require accommodation, please inform us when contacted for an interview or assessment. All accommodation information will be kept confidential.

We appreciate all applications; however, only those selected for an interview will be contacted.