

PRAIRIE MOUNTAIN HEALTH

MANAGER POSITION DESCRIPTION

POSITION: **MANAGER, CAPITAL PLANNING**

LOCATION: **PRAIRIE MOUNTAIN HEALTH**

REPORTS TO: **DIRECTOR CAPITAL, INFRASTRUCTURE & SUPPORT SERVICES**

POSITION SUMMARY:

The Manager, Capital Planning shall be accountable to the Director of Capital, Infrastructure & Support Services and is responsible for the development, coordination, implementation, evaluation and operation of the Capital Planning department within Prairie Mountain Health.

QUALIFICATIONS:

- Post-secondary education and a degree in Engineering, Architecture, Project Management or a related field, or an equivalent combination of education and experience.
- Minimum of five (5) years experience as a Project Manager, working on a diverse portfolio of projects with a proven track record of success with complex capital projects.
- Experience managing large complex projects teams with multiple internal and external stakeholders.
- Additional training or certification in Project Management, Building Code, Construction Contract Administration, Construction Specification, LEED and EDAC is considered an asset.
- Minimum of five (5) years supervisory or similar experience in a Health Care setting.
- Province of Manitoba Class 5 Driver's Licence or equivalent from province of residence, and access to a personal vehicle to provide service within Prairie Mountain Health.
- Proficiency with Microsoft programs (Project, Outlook, Word, Excel, Access and PowerPoint), AutoCAD, as well as Internet applications and other Information Technology.

Note: This position is subject to a current Criminal Record Check, Child Abuse Registry Check and Adult Abuse Registry Check.

CAPABILITIES

- **Lead Self:**
 1. Makes a disciplined effort to continuously surface assumptions, values, principles, strengths and limitations and understand them in the context of a mid-management role: connecting senior and supervisory leaders.
 2. Takes responsibility for managing emotions, mindsets and role expectations as they relate to a mid-management role.

3. Systematically employs personal mastery – either formally through a personal learning plan or informally – in the context of a mid-management role.
4. Recognizes that qualities of character (honesty, integrity, resilience and confidence) are often tested in a mid-management role in the unique responsibility of bridging senior and front-line leadership roles; and deliberately demonstrates them as appropriate.

➤ **Engage Others:**

1. Champions and supports the use of the professional development opportunities, personal learning plans, and/or performance management processes to help others achieve personal and professional goals.
2. Monitors morale and productivity, seeks feedback on, and implements processes that improve morale and productivity.
3. Listens well and establishes both formal and informal processes for exchanging ideas and information through conversation, dialogue, appropriate media and effective meetings.
4. Advocates for, helps set up and provides leadership to collaborative inter-professional or inter-unit teams designed to achieve particular goals.

➤ **Achieve Results:**

1. Sets direction for the department through operational plans that outline key milestones, timelines and expected results to be achieved by all units.
2. Advocates for adjustments to work practices, as necessary, to align with valid evidence and changes made by other departments.
3. Takes corrective actions necessary to ensure ongoing availability of required services within the department.
4. Ensures valid measurement tools are in place for assessing performance, and uses the data to improve services when necessary.

➤ **Develop Coalitions:**

1. Works collaboratively with other managers from coalition partners, internal and external to the organization, on projects consistent with a shared patient or citizen mandate.
2. Actively integrates knowledge of the quality of “results to the customer” into the coalitions’ operational plans.
3. Develops processes to integrate evidence from a variety of knowledge sources into work practices and tasks.
4. Demonstrates an awareness of the “key players” influencing a given situation (their vested interests and competing priorities), and an ability to negotiate through conflict.

➤ **Systems Transformation:**

1. Uses critical/systems thinking to address issues and practices to improve service to patients or citizens.
2. Creates an environment of continuous improvement.
3. Encourages people to think about trends and issues the broader organization is facing.
4. Clearly communicates a compelling rationale for change and takes into consideration how systems work together while implementing change.

RESPONSIBILITIES:

Overview:

1. Responsible for the safe administration and operation of the Capital Planning department throughout Prairie Mountain Health.
2. Oversee implementation and standardization of project coordination procedures, incorporate and standardize assigned initiative across the Region while anticipating areas of improvement, and assist with mentoring project staff.
3. Track and report on project performance, identifying risks and mitigating potential impacts. Update and communicate with Director Capital, Infrastructure & Support Services and Project Coordinators on relevant project issues.
4. Monitors appropriate financial, human resources, equipment and environmental issues of the Capital Planning department within Prairie Mountain Health.
5. Oversees the development of policies and procedures related to the Capital Planning department.
6. Instrumental in the planning and development of a sustainable program.
7. Participates in portfolio/facility/regional team structure.
8. Responsible for ensuring compliance of Workplace Safety and Health, Infection Prevention and Control, Hand Hygiene, Regional Policies and other educational requirements for all staff under their supervision.
9. Develops and maintains functional relationships with other departments/programs.
10. Plans for continued professional development of staff and self.
11. Promotes positive public relations.
12. Operationalizes Prairie Mountain Health's Vision, Mission and Values statements.
13. Promotes the quality dimensions of access, safety, effectiveness and satisfaction in the provision of Prairie Mountain Health's services.

A. LEADERSHIP

1. Carries out professional activities in a self-directed responsible manner, which reflects legal, ethical and practice standards.
2. Coordinates/facilitates the activities and staff in the department in a manner that ensures quality service.
3. Collaborates with all disciplines to facilitate an efficient, effective operation of assigned areas.
4. Provides direction and leadership toward the achievement of Prairie Mountain Health vision, mission, values, and its annual goals and objectives.
5. Encourages an environment that fosters teamwork and positive employee relations.
6. Challenges others to develop as leaders while clarifying roles and responsibilities.
7. Possesses the expert knowledge to identify opportunities for change and the ability to convey the need for change.
8. Create a strong team environment that promotes the organization's strategic goals.
9. Assumes a role in ensuring the development, implementation and evaluation of processes that facilitates program and service integration across the full continuum of the region.

B. DEPARTMENTAL MANAGEMENT

1. Ensures the safe and efficient operation of the department(s);
2. In collaboration; plans, coordinates and supervises the work of outside contractors within the department(s) and site;
3. Assigns and coordinates the functions of the department(s);
4. Provides reports, justifications, and incident reports as required;
5. Initiates and attends meetings as required.

C. HUMAN RESOURCES MANAGEMENT

1. Ensures the availability of competent and proficient staff necessary to provide and support the highest quality of work possible within existing resources;
2. Supervises, directly or indirectly, personnel within the department(s);
3. Manages human resources, interpreting and applying Regional Policies and Collective Agreements;
4. Provides leadership to create an environment conducive to effective working relationships;
5. Recruits and selects staff, including authority for promoting and selects candidates for internal positions;
6. Determines initial salary placement and/or academic allowances consistent with Collective Agreements and Regional Policy;
7. Establishes standards for personnel performance, monitors performance, conducts performance reviews of personnel in the department(s) and provides follow up thereafter;
8. Evaluates staff functioning in emergency situations;
9. Identifies skill levels and knowledge requirements for staff;
10. Identifies staff potential and promotes their development to enhance delivery of services;
11. Evaluates and makes decisions regarding the retention or dismissal of casual and probationary employees;
12. Develops training/education plans to address deficiencies, disciplinary and developmental issues as appropriate;
13. Identifies and implements the necessary remedial measures to correct performance or disciplinary problems and applies discipline, including suspension and/or dismissal;
14. Participates in the collective bargaining process on a regional basis;
15. Coaches and facilitates performance of personnel in the department(s);
16. Schedules staff consistent with operational needs and contractual requirements;
17. Authorizes leaves of absence, schedules vacations, authorizes overtime, etc.;
18. Manages attendance for personnel in department(s).

D. DEPARTMENTAL FISCAL MANAGEMENT

1. Analyzes issues and trends that will impact the budget and fiscal management in the departments/facilities/programs and takes appropriate actions.
2. Allocates human, financial and space resources to meet the needs of the departments/facilities/programs in consultation with the staff and Director/Regional Manager;
3. Prepares annual capital and operating budget by determining departmental staffing levels, supply and equipment needs;
4. Approves expenditures for the departments/facilities/programs;
5. Monitors the budget on a regular basis and takes corrective action as necessary;
6. With the assistance of staff, identifies departmental areas of unnecessary expenditure in supplies and services, develops and implements methods to reduce and/or reallocate same;
7. Reviews monthly financial reports;
8. Investigates discrepancies and takes corrective action as necessary;
9. Prepares variance analysis;

10. Maintains day to day records as necessary for scheduling;
11. Maintains accurate workload measurement data.

E. POLICY DEVELOPMENT

1. Participates in the development of regional, program and departmental policies and procedures;
2. Identifies the need for revision to regional programs and departmental policies and procedures and participates in the review and revision of same;
3. Implements policy directives and establishes and evaluates feedback mechanisms;
4. Participates in the development and revision of human resource policies.

F. PROGRAM PLANNING

1. As a member of the leadership team, participates in the development of plans for new programs and revision of existing programs including identifying needs, conducting utilization studies, researching feasibility, coordinating receipt analysis of information, establishing logistics, formalizing proposals, and implementing and conducting ongoing monitoring and evaluation;
2. Participates in the coordination of activities related to education, teaching, client care and research;
3. Participates in operational and strategic planning for the department(s);
4. Forecasts future activities and formulates plans to ensure capabilities meet/exceed future needs.

G. PATIENT SAFETY

1. Performs in a manner that enhances patient safety;
2. Participates in and supports the region's Patient Safety Initiatives and Programs;
3. Reduces to a degree that is reasonably practicable the rate of adverse events by learning to anticipate and manage them, to reduce the likelihood and severity of their occurrence;
4. Studies adverse events in detail and understand how they arise;
5. Feeds this knowledge into the design of processes, professional practice and systems;
6. Redesigns systems to make Prairie Mountain Health more resilient to the inherent risks, hazards, and harms of "doing business".

H. CONTINUOUS QUALITY IMPROVEMENT

1. Articulates and operationalizes the philosophy, concepts and processes of quality improvement consistent with that of Prairie Mountain Health;
2. Collaborates with staff in the development of role, strategic plan, mission, vision, ensuring their consistency with the Regional Mission and Value statement;
3. Reviews operational plan with the Director/Regional Manager on a regular basis;
4. Facilitates accomplishment of portfolio/region wide objectives;
5. Prepares an Annual Report that reviews activities of the year and the degree to which the strategic plan was furthered;
6. Operationalizes the quality improvement process through:

- Identifying expectations
 - Identifying and analyzing improvement opportunities
 - Trialing improvements
 - Documenting, reporting and evaluating the results
 - Instituting improvements
7. Identifies, in collaboration with staff, the need for revised policies, protocols, procedures in the area(s) and initiates necessary changes;
 8. Identifies, investigates and analyzes occurrence reports and implements appropriate follow up;
 9. Creates and implements audits, related to the areas of responsibility and shares results with staff, Director/Regional Manager and other relevant stakeholders.

I. EQUIPMENT/SUPPLIES/SPACE MANAGEMENT

1. Ensures sufficient equipment for the department/facility/programs and makes recommendations for purchasing new and/or replacement equipment;
2. Participates in the planning of renovations;
3. Prepares and presents acquisition proposals;
4. Ensures appropriate security and use of supplies.

J. ENVIRONMENTAL

1. Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Prevention and Control Guidelines;
2. Obeys all safety and health rules and follows recommended Safe Work Procedures;
3. Co-operates with the Workplace Health & Safety Committee as necessary;
4. Demonstrates a working knowledge of Workplace Hazardous Materials Information systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Safety Data Sheets (SDS);
5. Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health programs including the fire, disaster and evacuation plans;
6. Participates in the development of Safe Work Procedures.

K. EDUCATION/INSERVICE/PROFESSIONAL DEVELOPMENT

1. Collaborates with inservice education programs to identify, plan and facilitate implementation and evaluates orientation and staff development programs;
2. Promotes the goals and objectives of educational programs established by the region;
3. Maintains and updates knowledge of new developments in departmental areas;
4. Serves as a resource to staff and other health care professionals;
5. Maintains and updates professional & management skills;
6. Maintains professional and management linkages/networks with peers.
7. Completes required education as per regional policy.
8. Provide oversight and orientation to new employees and students.

L. COMMITTEE PARTICIPATION

1. Participates as a member of a respective Management/Department Committee;

2. Represents the Facility/Program and/or Prairie Mountain Health on specific committees, task forces and/or working groups;
3. Encourages staff to participate on various committees as requested;
4. Chairs and participates on appropriate committees as requested;
5. Conducts regular staff meetings.

M. COMMUNICATIONS

1. Communicates with staff, both individually and as a group to promote efficient operation and high morale;
2. Communicates with other managers in achieving sufficient operation of the department;
3. Communicates and consults with other members of the Management/Leadership Team as required;
4. Communicates and maintains functional relationships with the appropriate managers in promoting efficient inter-program and regional operations;
5. Communicates with outside agencies to ensure continuity of services;
6. Prepares regular reports for Director/Regional Manager regarding key issues/progress in programs;
7. Prepares briefing notes as required on items requiring decisions by the Executive Management Team.