



JOB CODE	
BAND	
FLSA	
JOB FAMILY	

POSITION DESCRIPTION

POSITION TITLE: PROJECT MANAGER
DEPARTMENT: Anderson Center
SUPERVISOR'S TITLE:
TITLES SUPERVISED: N/A
TOTAL NUMBER OF FTE'S DIRECTLY SUPERVISED: 0 – 5
TOTAL NUMBER OF FTE'S INDIRECTLY SUPERVISED: 0 – 10

PURPOSE OF POSITION: Provide comprehensive project management and leadership for Divisional or Institutional Projects. Typically reports to Director or higher leader.

REQUIRED SKILLS: Excellent communication skills (verbal, written, and interpersonal). Demonstrated ability to work collaboratively with diverse teams and interface effectively with internal and external key stakeholders at multiple levels within and beyond CCHMC. Advanced knowledge of PC-based software applications (Excel, Word, PowerPoint) and manual and web-based applications for collecting/ reporting data. Attention to detail and ability to own/ manage tasks to completion. Ability to break down complex projects into component tasks, sequence them and monitor performance. Ability to provide resolution of project issues and coordinate team schedules. Ability to provide effective direction to others in execution of project work. Experience coordinating/ executing complex projects. Comfortable working in a dynamic, fast-paced environment. Responsive to requests/ input. Ability to develop/ learn new skills. Demonstrated ability to lead quality improvement and/or process improvement activities. For research efforts, ability to lead and conduct basic secondary research (e.g., literature reviews) and advanced quantitative and qualitative analysis.

QUALIFICATIONS:

Required

- Bachelor's Degree in business, health care administration or related discipline
- Seven years of relevant experience, including two years experience managing multiple highly complex projects (based on budget, number of resources, number of sites, technology environment, or stakeholder environment) and two years operational/ supervisory experience

Preferred:

- Masters degree in Education, Healthcare, or related field
- Three years of experience managing multiple highly complex projects
- Project Management Professional Certification or other relevant certification

MAJOR DUTIES AND RESPONSIBILITIES:

1. Project Management: Consult with organizational stakeholders. Identify and use appropriate project management tools and concepts (scope management, planning, budget management, risk/ issue management, communications management). Provide direction and guidance to team members on creation of project deliverables. Develops and execute work plan. Set priorities for tasks based on importance and urgency. Deliver project on time and within budget. Delegate tasks effectively.
2. Project Execution: Create work products and project deliverables independently. Understand and meet expectations for deliverable quality and timeliness. Oversee the creation of work products by others to ensure quality.
3. Research and Analysis: for research efforts, conduct/ support complex qualitative and quantitative analysis of project data, summarize findings, draw appropriate conclusions, and effectively communicate results to team. Manage and direct regulatory/ reporting activities related to projects (e.g., IRB, updates/ reports to funding agencies, etc.)
4. Communication: Manage communication to and relationships with key project stakeholders (internal and external to CCHMC) and institution-wide. Compose, edit, and deliver written and verbal communications. Facilitate group discussions. Keep team members appropriately informed.
5. Mentor and Develop: Coach and mentor project team members. Understand and successfully perform the role of Supervisor (as appropriate). Assist junior-level staff in developing realistic goals and monitor ongoing development

(as appropriate). Provide guidance and address junior level staff performance issues. Objectively evaluate performance and provide timely/ actionable development feedback.

6. Project Operations: Support research and project management for Divisional or Institutional projects across all phases of the project life-cycle. Develop tools and processes and provide ongoing support.