



<b>JOB CODE</b>	
<b>BAND</b>	
<b>FLSA</b>	
<b>JOB FAMILY</b>	

**POSITION DESCRIPTION**

**POSITION TITLE:** SENIOR SPECIALIST – PROJECT MANAGEMENT

**DEPARTMENT:**

**SUPERVISOR'S TITLE:**

**TITLES SUPERVISED:** N/A

**TOTAL NUMBER OF FTE'S DIRECTLY SUPERVISED:** 0 – 2

**TOTAL NUMBER OF FTE'S INDIRECTLY SUPERVISED:** 0 – 5

**PURPOSE OF POSITION:** Provide project management and leadership support for medium to large projects or aspects of Divisional or Institutional Projects.

**REQUIRED SKILLS:** Excellent communication skills (verbal, written, and interpersonal). Demonstrated ability to work collaboratively with diverse teams and interface effectively with internal and external stakeholders at multiple levels within and beyond CCHMC. Advanced knowledge of PC-based software applications (Excel, Word, PowerPoint) and web-based applications for collecting/ reporting data. Attention to detail and ability to own/ manage tasks to completion. Ability to oversee and conduct basic secondary research (e.g., literature reviews) and complex quantitative and qualitative analysis. Ability to provide effective direction to others in execution of project work. Experience coordinating/ executing moderately complex projects. Comfortable working in a dynamic, fast-paced environment. Responsive to requests/ input. Ability to develop/ learn new skills.

**QUALIFICATIONS:**

Required:

- Bachelor's degree
- Plus five years of experience working in a relevant, project-based environment.

Preferred:

- Master's degree in Education, Healthcare, or related field
- Plus two years of experience managing medium and large projects (based on budget, number of resources, number of sites, technology environment, or stakeholder environment)
- Project Management Professional Certification or other relevant certification

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Project Management: Consult with 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. Develop 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, both independently and under direction of more senior-level team members. Understand and meet expectations for deliverable quality and timeliness. Oversee the creation of work products by others to ensure quality.
3. Research and Analysis: Perform primary and secondary data collection (e.g., literature reviews), summarize findings, draw appropriate conclusions, and effectively communicate results to team. Coordinate collection of data. Conduct/ support basic and more complex qualitative and quantitative analysis of project data. 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). 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. Assist junior resources in developing realistic project goals and monitor ongoing development (as appropriate). Provide guidance to more junior level staff and share performance feedback with manager.
6. Project Operations: Support research and project management for projects across all phases of the project life-cycle. Develop tools and processes and provide ongoing support.