

<u>Position Title:</u>	Project Implementation Manager
<u>Program:</u>	Connected Minds
<u>Contract Term:</u>	3-Years with possibility of extension
<u>Annual Salary:</u>	\$85,000 plus benefits
<u>Hours of Work:</u>	Full-time; 35 hours per week

ABOUT CONNECTED MINDS:

Connected Minds: Neural and Machine Systems for a Healthy, Just Society (2023-2030) combines York's existing science and technology research ecosystem, and longstanding institutional strengths in the social sciences, arts, and humanities with Queen's University's complementary strengths in neuroscience, health, and artificial intelligence, as well as a substantial consortium of multi-sector partners. The Connected Minds vision is to co-create and co-lead socially responsible, community engaged research that produces innovative technologies, policies, and regulations that optimize the benefits and mitigate the risks of the new techno-social collective. Connected Minds will fund 35 strategic faculty hires, partner-focused seed, team, and prototyping grants, KM/commercialization events, and an ambitious multi-institutional micro-credential training program with 385 trainees and cross-sector stakeholders. All activities will require interdisciplinary participation, and we will prioritize projects that benefit Indigenous and other equity-deserving groups. With CFREF funding, Connected Minds will lead Canada and the world in the socially responsible creation and adoption of scientific and technological innovation to promote a healthy, resilient, and just techno-social collective.

JOB PURPOSE:

Reporting to the Program Director, CFREF Programs, the Project Implementation Manager will assist with strategic planning and oversight of Connected Minds projects to ensure they are completed in a timely manner and within the defined scope. The role will strategize with leadership, develop project plans, define and allocate project resources, monitor and report on progress, maintain communications with all parties involved, and will lead the execution of planned projects. The successful incumbent is an excellent communicator with a consultative approach to project management, working collaboratively with all Connected Minds partners.

MAJOR DUTIES:

- Manages the planning, development and implementation of Connected Minds operational and special projects.
- Builds and manages partner relationships with units across York University, Queen's University and partners to support project tasks, monitor project activities, and collect information for project reporting.
- Works to ensure appropriate levels of involvement from Connected Minds leadership, members, and partners across York University and Queen's University and recommends changes to improve team effectiveness.
- Manages changing priorities to ensure project deliverables are completed within defined timelines.
- Monitors, evaluates, and reports on assigned project activities and deliverables by creating project status reports and dashboards.
- Ensures appropriate community consultation, communication and change management strategies are developed and implemented.

- Applies process improvement methodologies and frameworks to identify opportunities for operational efficiencies and quality improvements.
- Uses change management best practices to participate in the development, coordination and implementation of changes and/or improvements to systems and procedures with the various Connected Minds committees.

QUALIFICATIONS:

- University degree in Business Administrative or related field.
- Project Management Professional (PMP) mandatory. Lean Six Sigma certification an asset.
- Minimum 3 years' experience in project management and coordination, in an academic research environment.
- Demonstrated experience successfully managing multiple service implementation projects from project planning, timelines, milestones, issues/risks/dependencies.
- Experience with process improvement, redesign, and organizational change.
- Experience leading process improvement sessions and facilitating working groups.
- Experience leading multi-function project teams including academic and administrative leaders.
- Experience delivering management-level presentations, training and/or end user support.
- Highly developed project management skills and the ability to manage multiple simultaneous projects using project management methodologies and frameworks.
- Excellent oral and written communication skills with the ability to communicate effectively with a variety of diverse audiences.
- Excellent copywriting, long- and short form content development, structural editing and fact-finding.
- Excellent analytical skills and initiative.
- Ability to work independently and to collaborate and participate effectively within a team environment.
- Strong presentation skills and ability to process, synthesize and present information/recommendations/plans to a varied audience.
- Superior interpersonal, decision-making and organizational skills, able to effectively work with and influence leaders.
- Demonstrated experience working with MS Office Suite applications (Word, Excel, PowerPoint), process mapping.
- Respects diversity and promotes inclusion in the workplace, contributes to an inclusive and diverse team-based, positive work environment.
- Recognizes diversity of abilities and adapt content, tone, medium, and style to audience to be inclusive.
- Committed to continuous learning and skill building in diversity, inclusive and cultural competence.

Note: The duties of the Project Implementation Manager may evolve as the Connected Minds program expands and priorities shift. Flexibility, comfort with ambiguity, and a readiness to adapt to change will be essential.

Application Instructions:

Please submit a cover letter and resume to Emma Yuen, Senior People Partner, at emmay@yorku.ca. This position is open until filled.