



CONTRACT OPPORTUNITY: ***EDMONTON ZONE IMPLEMENTATION CONSULTANT***

The Edmonton Zone Primary Care Network Committee is seeking an Implementation Consultant to fill a temporary, part time position. The successful candidate will be responsible for developing, promoting, and managing tasks leading to the modernization of multiple strategic committees that are responsible for zonal direction of primary care. This unique opportunity would allow the successful applicant to improve their ability to inspire and influence, to collaborate, and to effect and manage change.

The EZ Implementation Consultant, will work collaboratively with the EZ PCN Committee, EZ PCN Physician Advisory Committee, area PCN Executive Directors, as well as stakeholders at Alberta Health Services, Alberta Health, Alberta Medical Association and in the community to advance accountable and effective governance.

Applicants are asked to submit a letter of interest with their CV attached to officerecruitment@albertadoctors.org by, at the latest, 11pm on October 27, 2022, please use “EZ Implementation Consultant” as the subject line.

Position Overview

- Implement decisions made by Zone leadership to modernize the current governance structure
- Work collaboratively with the Zone leadership, committees and support team to provide foundational documentation, zone policy development, etc.
- Establish a model and resourcing requirements to operationalize Zone priorities
- Identify project activities, indicators, and targets that will enable project success
- Apply project management and change management methodologies to facilitate implementation of the project
- Influence key project stakeholders to help set expectations, impact decisions, and achieve desired project outcomes
- Demonstrate exceptional interpersonal skills, including teamwork, facilitation, coaching, interest-based negotiation, consensus building, and conflict resolution skills
- Enable effective meetings & decision making, facilitate communication between different groups, and provide expertise and analysis
- Provide status and summary reports as required for each project stakeholder group
- Develop a succession plan and leadership development strategy to support the effective operation of the Committees and continuity of leadership

Experience

- A minimum of a Bachelor’s degree in business, health or social sciences field is required; a Master’s degree is a definite asset. Equivalent work experience will be considered
- A minimum of five years of experience in project management; proven experience in developing relationships and moving large projects forward is a requirement
- Work experience in the health care sector is an asset; an understanding of current

provincial and zone primary care initiatives, existing health care planning, and the current political climate around primary care are definite assets

- Working knowledge of PCNs is a requirement, working with Edmonton PCNs and the PCN zone committee framework is an asset

Knowledge, Skills & Attitudes

The ideal candidate would have experience, knowledge, education, and/or a willingness to learn and develop the following skills:

- A solid understanding of change management, good governance, and health policy
- Ability to prioritize and produce high quality work under pressure, ensuring all deadlines are met
- Excellent conflict resolution and customer service skills and ability to navigate political sensitivities and the varied interests of diverse stakeholders
- Ability to understand and interpret formal contracts, grants and agreements
- Ability to foster a climate of cooperation amongst, and build solid relationships with public agencies, government, committees and other partners
- Excellent computer skills including project management software and Microsoft Office suite of software (Outlook, Excel, Word, PowerPoint, and Visio) and video conferencing
- Excellent organizational and time management skills
- Attention to detail
- Clear and concise communication skills - both verbal and written
- Able and willing, in an unstructured environment, to be flexible, creative and juggle numerous competing priorities
- Ability to act ethically, responsibly and be accountable for actions
- Excellent problem-solving, analytical, and decision-making skills
- Awareness of strengths and limitations
- Ability to respect others views/opinions
- Able to effectively facilitate sessions that involve multiple stakeholders.

Term, Commitment & Compensation

The Edmonton Zone Primary Care Networks are providing funding up to 0.6 FTE (23.5 hours per week) to support this work for a contract ending March 31, 2023. Hours and days of work are negotiable within the contract. Commitment may require the individual to work days, evenings and weekends. These hours will vary depending upon the work involved.

The term of the contract will be from the date of hire up to March 31, 2023.

Compensation will be commensurate to the successful candidate's skills and experience.

The successful candidate will report to Dr. Nadine Letwin, Edmonton Zone Physician Lead Executive and Dr. Chris Sikora, Edmonton Zone AHS Medical Officer of Health.