

Project Consultant, HMMS

2 positions

Healthcare Materials Management Services (HMMS)

London, ON

Full Time

Posting date: January 7, 2022

Submission deadline: January 20, 2022

HMMS is a joint venture between St. Joseph's Health Care, London and London Health Sciences Centre, that has been operating since 1997 providing consolidated functions of Sourcing, Contract Management, Purchasing, Accounts Payable, Logistics, Supply Chain Systems and Inventory Management for the London Hospitals and numerous healthcare organizations throughout Southwestern Ontario.

As a full-service supply chain organization, HMMS interacts with over 9,000 suppliers to provide an item catalogue of over 90,000 active items. Learn more about HMMS through this short online [video](#).

<https://www.youtube.com/watch?app=desktop&v=uhi8PSwKTOI>

Reporting to the Director of Operations, the Project Consultant is a member of the Client Solutions Team who is responsible for project championship and guidance of a variety of initiatives/priorities of HMMS. Examples may include implementing new software systems, helping to launch our website and communication plans, and revising processes to improve efficiency within HMMS.

This role is responsible for leading each phase of a project life cycle for a multitude of independent and interrelated projects having a range of values and diversity of type. Projects will be related to HMMS, its supply chain function and more specifically the client facing aspects of our business.

This role would facilitate the projects using Waterfall, or where appropriate, Agile methodologies, report all results to leadership and make recommendations for quality improvement initiatives.

This position will be responsible for the following activities:

Project Planning & Delivery:

- Establishes project charters, project plans and work package plans
- Planning and Implementation of Projects both Internal and External within HMMS using Project Management and Lean Practices
- Monitors and guides day-to-day Project Activities to ensure schedule is established and adhered to by all stakeholders using project management templates/tools

- Facilitates all project communication from team level to executive level in the organization
- Manages scope and mitigates risk to resolution across projects.
- Effectively manages project issues to ensure timely resolution at all levels, escalating when required in accordance to the project's escalation procedures.
- Manages financial resources associated with a project; budget, projections, capital vs. expense, procurement, etc.
- Manages assigned project personnel resources reporting to a project; task assignments, project deliverables, scheduling, etc.
- Manages the development/training requirements of project teams ensuring they have the skills, tools, knowledge to deliver project outcomes.
- Facilitate project meetings using appropriate techniques and report all results to leadership including regular status updates.
- Maintains awareness of operational plans when planning and coordinating project tasks and implementations with clinical and non-clinical depts.
- Ensures validity of the project scope throughout the project lifecycle.
- Oversee reporting deliverables to external stakeholders including CEO/CFOs of customers and Ministry of Government and Consumer Services officials
- Provide leadership to ad hoc project resources including scheduling and budget tracking

Relationship Management/HMMS Project Leadership Liaison:

- Will be the key point of contact for project communication; develops and maintains ongoing contact and communication with key clinical and administrative leaders throughout HMMS
- Continually seeks and capitalizes upon opportunities to increase customer satisfaction and deepen client relationships.
- Develops and presents communication materials as required to all levels of stakeholders of any project.

Process Improvements and Standardization

- Reviews existing processes and makes recommendations to HMMS leadership regarding opportunities for process improvements
- If approved, leads process improvement initiatives with a Current Standard of Practice and introduces Lean and Six Sigma Methodologies to oversee improvement activities.
- May be assigned special projects such as development of procedure documentation

Benefits of this position and being a part of the HMMS Team:

- **The culture at HMMS is inclusive, empowering and high energy**
- **HOOPP Pension Plan**
- **Impressive Medical and Dental Benefits**
- **Work / Life Balance is encouraged**
- **Being a part of a Team who takes pride in what we do!**

Essential Qualifications

- Bachelor's Degree in Business or Technology Related field
- Project Management Professional (PMP) designation required
- Lean Six Sigma Yellow or Green Belt (Green preferred as facilitator)

- Proficiency in Microsoft and Projects
- Three (3) years experience in leading multiple and complex projects
- Previous experience in practice and process improvement.
- Excellent Attention to Detail
- Advanced Communication skills – written and verbal
- Advanced Facilitation skills e.g. consensus building and problem solving
- Demonstrated experience in application of change management strategies
- Advanced project risk management skills
- Advanced interpersonal skills and the ability to lead with conflict resolution
- Knowledge of local and regional health care system
- Ability to coach/mentor and facilitate teams and individuals at all levels of the organization
- Project evaluation skills using both qualitative and quantitative methods
- Proven organizational skills and ability to manage multiple projects and constantly adjusting priorities
- Ability to work with limited supervision
- This role is expected to understand the roles and responsibilities of HMMS Teams and how they inter- relate and impact others within HMMS and our customers.

Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine and a written commitment to follow any future Public Health recommendations and St. Joseph's Health Care London policies and processes related to Covid management in the workplace
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

All HMMS employees are employees of St. Joseph's Healthcare, London and are assigned to HMMS work sites. Site location could be St. Joseph's Healthcare, London, Parkwood Hospital, London Health Sciences Centre (Victoria / University Hospitals), or at one of our warehouses located on Stronach Crescent, or Exeter Road in London ON.

Please access St. Joseph's Health Care career site to apply to available positions. Healthcare Materials Management Services will be identified as the Location in the posting.

[Apply here](#)

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*Your interest in this opportunity is appreciated.
Only those under consideration will be contacted.*