

TITLE: Lumeo Program Lead

POSITION SUMMARY:

The six health-partners in the South East region recognize that to achieve person centered, effective care coordination across the system, enhance the ability to make best use of collective resources, achieve more system-like behavior, and have the agility to address future funding changes, a major, system-wide clinical transformation is needed. This clinical transformation will meet clinical information needs of both the health-partners and the region. A regional HIS would support a one person, one system, one experience vision identified by the partners' clinical leadership. This project opportunity will enable the sharing of information seamlessly across the six health-partners, connecting the personal health information into a single cohesive story and reducing the variability of care provided.

The Lumeo Program Lead provides overall program governance coordination, directs the coordination of several key governance committees and is responsible for project resource planning and recruitment under the direction of the Lumeo Project Director.

PRINCIPLE RESPONSIBILITIES AND DUTIES (but are not limited to):

- Leads the coordination of governance, steering committee and all committees that branch off of the Steering Committee project structure
- Provides day to day oversight to the Lumeo Change Control and Risk Coordinator and Program Coordinator
- Develops or coordinates the development of the Steering Committee meeting agendas, materials and briefing notes
- Responsible for project resource planning and recruitment including budget coordination with the project controller, developing job descriptions, job postings, coordinating the interview, selection and job offer processes.
- Develops and coordinates the development of Human Resources Committee meeting agendas, materials and briefing notes
- Develops and coordinates the development of working group meeting agendas, materials and briefing notes

QUALIFICATIONS:

- Post-secondary education in Information Technology, Business Administration or Finance or equivalent, or equivalent business experience
- Experience with or knowledge of the recruitment process
- Experience with or knowledge of regional or other large initiative governance committees and frameworks
- Project Management Institute (PMI) certification is preferred
- 5+ years of Project management experience, overseeing complex, large clinical and non-clinical projects.
- Leadership experience in one or more of the following areas:
 - Multi-hospital organization projects.
 - Multiple clinical stakeholders.
 - Managing the implementation activities associated with large projects
- Experience in structured methodologies for the design, development, implementation and maintenance of applications
- Experience in the use of project management software
- Excellent analytical, problem-solving and decision-making skills; verbal and written communication skills; interpersonal and negotiation skills
- A team player with a track record for meeting deadlines
- Budget and cost management experience
- A results-oriented focus is essential, as is the ability to work in a fast-paced changing environment and effectively manage multiple deliverables simultaneously

- People and team oriented with a strong ability to establish an excellent level of confidence, credibility and cooperation with internal and external stakeholders
- Ability to communicate well, both verbally and written, is essential
- Ability to present information clearly and effectively