

**JOB TITLE:** Project Manager**FLSA:** Independent Contractor

At Blackbox Healthcare Solutions, we are puzzle solvers and process improvers. If you enjoy working in a team setting to manage the cadence of a strategic project, collaborating to bring it all to fruition, this role may be the perfect fit. This position is responsible for coordinating complex and ambiguous projects that involves leading multiple teams towards the attainment of objectives associated with interrelated large-scale, multi-facility, high risk, large budget functional projects across numerous departments system-wide. Incumbents serve as a point of escalation for less experienced project management staff, providing guidance and problem-solving for complex project management issues. Incumbents interface with executive project sponsors on a regular basis and manage horizontal, as well as vertical, internal collaboration efforts. Requires work in context of multiple commitments, variable workload, priorities and conflicts. Evaluates and manages change to ensure business objectives are met.

**ESSENTIAL FUNCTIONS:**

1. Requires leadership experience in managing cross-functional teams and influencing senior level management and key stakeholders. Oversees major projects which includes coordinating dependencies between key tactics and milestones within the projects in order to realize the overall collective benefit of the major project.
2. Consults with and is accountable to internal and external executive sponsors for the review of major project proposals and collaboration to identify project goals, time frames, funding limitations, and allotment of resources. Leads/coordinates with related subset project teams to define and obtain consensus on complex project charter including scope, objectives, assumptions, deliverables, constraints, and obtaining, verifying and establishing the project budget. Determines and executes sponsor approval process. Assumes direct responsibility for project success.
3. Serves as the primary liaison between the executive sponsor and the project team.
4. Manages, develops, and carries out project level communication plans, ensuring key stakeholder awareness. Communicates across all levels of the organization. Builds team cohesiveness and motivates team members.
5. Administers and facilitates change management processes to control project scope, schedule and budget changes, including identifying, coordinating, and working to reconcile conflicts. Proactively identifies and manages potential project risks before they materialize. Serves as the first level of project escalation. Manages overall project budget to obtain synergies and realize cost savings. Ability to delegate activities as needed.
6. Prepare and manage project documentation, deliverables, milestones, resources and schedules for facility and organizational strategic priorities.
7. Build team relationships and work with people at a variety of leadership and front-line levels both with internal and external stakeholders.
8. Supports project planning processes by creating foundational documentation. Creates and implements issues management plan, risk management plan, communication plan, change management plan, and relationship management plan as required.
9. Facilitates project meetings and coordinates the interaction with clients. Drafts agendas, minutes, and presentation materials. Facilitates sub-team meetings, stand-ups, and retrospectives as needed.
10. Provides support and/or manages and controls project to successful completion. Administers change management processes to control project scope, schedule, and budget changes. Proactively identifies and mitigates project issues, project obstacles and risks using appropriate escalation process and tools as appropriate. Manages project schedule to identify any variations from the plan. Supports, develops, and executes communication plan to ensure key stakeholder awareness.
11. Supports and/or facilitates project closure including identifying lessons learned; effectively incorporating lessons learned into future projects
12. Interprets and applies company policies and procedures and assists with applicable laws, rules, and regulations; receives guidance within these areas as needed.
13. Performs all functions according to established policies, procedures, regulatory and accreditation requirements, as well as applicable professional standards. Provides all customers of Blackbox Healthcare Solutions with an excellent service experience by consistently demonstrating our core behaviors.

**NOTE:** The essential functions are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

If you like what you're reading, Blackbox Healthcare Solutions may be the missing puzzle piece in your career. Apply today.

**MINIMUM QUALIFICATIONS:****Education and Experience:**

Must possess strong business and project management knowledge as normally obtained through the completion of a bachelor's degree and experience typically gained through multiple years of progressively responsible technical agile and waterfall project management experience, including the management of system-wide projects involving multiple individual projects, or an equivalent combination of relevant education, technical, business, information technology and healthcare experience. Ability to assess and determine appropriate project management tools and methodologies for successful project outcomes. Skilled in influencing and gaining support from a variety of individuals in order to engage support in high-profile projects. Skilled at facilitating negotiations resulting in desired outcomes. Ability to implement and oversee scrum and other processes. Knowledge of principles, strategies, and desirable results for managing large-scale, multi-disciplinary efforts comprising parallel projects. Proven track record of managing large-scale, interdisciplinary, high risk, large budget projects. Must demonstrate general knowledge of healthcare industry. Must have experience in large scale complex project planning and reporting. Requires communication and presentation skills to engage technical, non-technical, and senior management audiences. Requires ability to communicate and interact across facilities and at various levels. Ability to mentor less experienced team members.

**PHYSICAL/MENTAL REQUIREMENTS:**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 10 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

**WORKING ENVIRONMENT:** Work is performed in an office setting and subject to travel as outlined above and associated risks in healthcare environments.