

Job Description

Job Title:	Senior Lead, Organizational Planning and Delivery
Job Category:	Specialist/ Management
Reports to:	Director, Organizational Planning & Delivery

SUMMARY

The Senior Lead, Organizational Planning and Delivery assists with the planning, development, and implementation of HEC's operational planning, the implementation and refinement of HEC's delivery management approach, and the development of HEC agreements with external organizations.

DUTIES & RESPONSIBILITIES

- Supports the development of HEC's annual operational plan and budget.
- Contributes to the continuous improvement and implementation of HEC's delivery management approach.
- Develops, tracks, and maintains an integrated and effective business planning culture that considers the interrelationships, dependencies, and collaborative relationships of key strategic and operational planning activities.
- Collaborates with HEC teams to monitor delivery progress, risk and dependencies that affect resources, budgets and schedules and make recommendations for actions required to facilitate a successful outcome. Escalates risks when needed.
- Leads and manages HEC's planning and delivery management systems and makes recommendations for continuous improvements.
- Prepares briefs, reports, recommendations and action plans for the President & CEO, the senior leadership team, Board, and related Board committees.
- Leads and coordinates the development, drafting, review, negotiation, signature, and enforcement of agreements for all HEC activities.
- Consults and works in collaboration with internal staff, external stakeholders and partners for the development and execution of contracts and agreements.
- Acts as the liaison with legal counsel for agreement related matters and consults the Director, Organizational Planning and Delivery when decisions are required.
- Provides guidance and education to staff about contract and agreement processes and

policies through training sessions, emails, and information sessions.

- Contributes to the development of relevant HEC policies and contributes to recommendations for improvement across the organization.
- Cultivates and maintains strong relationships with HEC partners and assists staff in establishing and maintaining its network of partners and stakeholders.
- Periodically acts as back-up to the Director, Organizational Planning and Delivery.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- Bachelor's degree in business administration, strategy, organizational design/development, or a related field; or equivalent education and/or work experience is required.
- Minimum five (5) years of progressive experience in a similar function is required, preferably in a healthcare delivery organization or a not-for-profit organization.
- Bilingual in French and English is preferred (English communication skills at Advanced "C" level required).
- A solid understanding of organizational project and program management, performance measurement and change management is required.
- Comprehensive experience facilitating and managing projects and working collaboratively with cross-functional teams and partners is required.
- Advanced computer software skills in Microsoft Office suite and virtual environment are required.
- Experience with project and grant management technology preferred.
- Experience or knowledge of agreement and contract management is preferred.

SKILLS & COMPETENCIES

- Ability to foster strong internal and external relationships.
- Highly developed interpersonal and problem-solving skills.
- Excellent project management skills including the ability to plan and the ability to collaborate with other teams and across the organization.
- Excellent oral and written communication skills.

- Demonstrated time management skills. Well organized and attentive to detail.
- Professional tact and diplomacy and confidentiality required.
- Ability to work well in a dynamic and highly motivated team.

MANAGEMENT/SUPERVISORY AND ADVISORY RESPONSIBILITY

Direct Supervision: No direct/ indirect reports.

Provides functional advice: Provides advice/recommendation related to transition and integration inquiries as well as to agreement inquiries to staff as required.

CONTACTS

Internal: Establishes and maintains effective relationships with all employees at all levels. Liaises closely with the VP, Organizational Performance and Corporate Services (and in some cases the President/CEO) who is accountable for signing most HEC agreements, as defined in HEC's Decision Making Framework.

External: Cultivates and maintains strong relationships with HEC partners and assists senior staff in establishing and maintaining its network of partners and stakeholders. Assists external partners with emphasis on transition and integration activities as well as collaborating on agreement issues.

EFFORT & WORKING CONDITIONS

Effort: Regularly required to manage several tasks simultaneously over an extended period, and juggle multiple competing priorities with occasional urgent situations. High degree of concentration and focused thinking/analysis.

Working conditions: May be required to engage in local or overnight travel. Is required to occasionally extend hours of work to meet work demands and occasionally expected to work evenings and weekends during peak periods. Frequently interrupted.