

Association of Canadian Occupational Therapy Regulatory Organizations

Position:	Project Manager, ACOTRO Harmonization Project
Position Type:	Contract to November 2015
Job Location:	Victoria, British Columbia
Date Ad Posted:	December 6, 2010
Application Deadline:	January 7, 2011

The Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) is a not for profit organization comprised of all occupational therapy regulatory bodies across Canada.

Project Background

ACOTRO has received funding from the Government of Canada's Foreign Credential Recognition program to undertake an ambitious multi-year project. This funding will allow ACOTRO to continue its collaborative efforts and complete the final Phase of a three-phase Pan-Canadian initiative aimed at implementing a common assessment approach for internationally educated occupational therapists (IETs) seeking to enter practice in Canada.

ACOTRO is currently seeking a dynamic Project Manager to commit to and coordinate this multi-year project. The ideal candidate will be a highly motivated and organized individual who can handle overall project and financial management and meet all government reporting requirements. A number of specialist consultants will be contracted to work on six individual projects. The Project Manager will coordinate the contracting of these services and will be responsible for liaising with the content specialists and overseeing the progress of these projects to ensure that deliverables are met in a timely manner. The Project Manager will report directly to the Project Lead at the College of Occupational Therapists of British Columbia (COTBC) in Victoria, BC. The Harmonization Project will also be guided by a Steering Committee of regulator representatives.

ACOTRO is looking for a Project Manager with the following skills and competencies:

- Demonstrated experience with managing large-scale, multi-stakeholder projects.
- Demonstrated experience with managing government-funded projects.
- Strong project management and evaluation skills.
- Excellent written and verbal communications skills.
- Excellent organizational skills.
- Ability to manage multiple tasks and competing deadlines.
- Well developed computer skills and abilities to use technology to coordinate the project work and facilitate project activities and communications.
- Superior facilitation skills.
- Ability to work autonomously and to function competently with minimal supervision and direction.
- Ability to manage relationships with multiple stakeholders in a spirit of collaboration.

In addition, the following knowledge and skills would be an asset:

- Background knowledge of regulated professions in Canada.
- Bilingual (English and French).

The conditions of employment for this exciting opportunity are:

- Anticipated start date of February/March 2011.
- Full-time salaried contract to March 2015.
- Three weeks paid vacation annually.
- English as the working language.
- Work location is the office of the College of Occupational Therapists of British Columbia in Victoria, B.C.
- Some travel required, for meetings across Canada.
- Applicant must be legally entitled to work in Canada.

The specific tasks for the Project Manager will include:

- Develop a detailed Harmonization Project plan for the duration of the project.
- Monitor and evaluate progress of all project activities against the detailed project plan.
- Coordinate website development activities (with Working Group).
- Coordinate all aspects of Steering Committee, Working Groups and Harmonization project-related ACOTRO meetings.
- Write Requests for Proposals, coordinate hiring of content-based / specialist consultants.
- Receive regular reports from consultants – monitor and communicate progress.
- Review and maintain web-based collaboration technology to maximize project activities and communications.
- Produce regular Harmonization Project Reports.
- Handle and ensure the timely processing of all project-related expense claim forms.
- Produce monthly claims, activity and cash-flow reports to be submitted to HRSDC.
- Produce annual project report to ACOTRO, covering fiscal year up to March 31 of each year.

Submissions:

More information regarding this project can be found at: www.cotbc.org. Specific questions may be submitted by e-mail only to ACOTROProject@cotbc.org until January 4, 2011.

Interested applicants should submit a cover letter and résumé by e-mail to:

Kathy Corbett, Registrar/CEO and ACOTRO Harmonization Project Lead
College of Occupational Therapists of British Columbia
Suite 219 645 Fort Street, Victoria, BC V8W 1G2
E-mail : ACOTROProject@cotbc.org

Applications must be submitted no later than 1:00 pm Pacific Standard Time (PST) on Friday, January 7, 2011. Applications will be confirmed upon receipt.

Interviews will be held January 29, 2011.

ACOTRO thanks all those who apply; however, only those invited for personal interviews will be contacted.