



Manager, Enterprise Portfolio Management

Reports to: Director, Operations		
Level/Grade Leadership	Type of Position Full Time	Hours/Week 40 hrs./week; exempt
GENERAL DESCRIPTION		
<p>The Manager, Enterprise Portfolio Management is responsible for managing the enterprise project portfolio and partnering with organization leaders to ensure deliverables meet or exceed stakeholder expectations. This role includes ensuring projects are prioritized and aligned with strategic imperatives and product/service line objectives while establishing and driving adoption of portfolio, program and project management processes across the organization. The ideal candidate will be comfortable challenging and disrupting the status quo and navigating through a land for which there might not be a map. The role requires strong leadership, creative problem solving, thoughtful analysis and curiosity to pursue the interesting, without being distracted by the unimportant.</p>		
JOB RESPONSIBILITIES		
<ul style="list-style-type: none"> • Define, refine, implement and sustain program and project management processes to support IT work and project intake in support of The Health Collaborative mission, vision and strategy. • Assist in the development of key documents, including but not limited to grants, contracts, business associate agreements, and data use agreements. • Plan, execute, and deliver project initiatives in both technical and non-technical disciplines. • Develop and maintain project artifacts including but not limited to contracts, charters, schedules, requirements, budgets, test plans, training plans. • Identify staffing needs to ensure and balance the availability of the required skills and competencies across project and program teams within the project portfolio. • Oversee assigned staff (on a direct and indirect basis) on multiple related projects and ongoing operations directed towards a common objective and affecting other functional areas • Facilitate cross-team discussions; drive group to ensure all ideas are represented, but steer towards action and decision. • Vendor oversight and management. • Support and lead special projects/initiatives that require senior management skills. • Ensure the oversight and coordination of dependencies across the projects and programs in the portfolio and resolve or escalate conflicts. • Partner with Director of Solutions Architecture to gain alignment on roadmap and talk through impact to technical teams (staffing/skillset); understand dependencies or roadblocks to projects; incorporate technical vision and strategy into overall business roadmap. • Work with project teams to manage/oversee the full range of the project life cycle (initiate, plan, execute, close) for projects covering a portfolio of projects which focus on the business needs of a specific business line(s) or strategy. • Provide internal and external training in both technical and non-technical disciplines. • Maintain strong relationships and communications with all key stakeholders. • Possess general understanding in the areas of programming, database design, and system architectures. • Maintain awareness of new and emerging healthcare technologies and the potential for application. • Ensure proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization. 		
POSTION REQUIREMENTS		
<ul style="list-style-type: none"> • Must have experience in healthcare information technology. • Understanding of healthcare industry systems and concepts • Experience leading project management teams & portfolio oversight • Strong leadership and change management skills – previous management experience required. • Demonstrated commitment to values of integrity, customer service, innovation, and collaboration/teamwork required • Ability to manage projects of varying technical requirements and knowledge • Ability to work well with staff members from multiple disciplines and varying degrees of technical and healthcare experience • Detail oriented while managing overarching business strategy • Must have strong organizational skills. • Must have excellent communication and presentation skills, both verbal and written. • Experience leading software implementation and development projects. • Experience developing budgets and tracking budget expenses. • Experience in training, coaching, staffing, and self-development. • Experience in establishing processes, controls, and metrics in a Project Management Office (PMO). • Experience in process improvement, planning, and performance management. • Experience in vendor management. • Experience in contract development, negotiation, and execution. • Must be able to sit for extended periods of time in front of a computer screen 		

EDUCATION/CERTIFICATION REQUIREMENTS
<ul style="list-style-type: none">• Bachelor's degree preferably in Computer Science, Information Systems or Business Administration.• Minimum of 10 years of formal project leadership in various life-cycle management methodologies.• PMP certification and Agile experience preferred.• Proficiency in LEAN methodology and application• Proficiency with applications including MS Excel, Word, PowerPoint, Visio and project planning software.• 5-7 years' experience in the Healthcare industry preferred.
OTHER INFORMATION
APPROVED BY: J. Muindi, Director Operations DATE POSTED: February 7, 2019

Disclaimer: Nothing in this job description restricts the company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.