

## CAREER POSTING

<b>POSITION:</b>	Committees and Special Projects Lead
<b>DEPARTMENT:</b>	Physician Services
<b>STATUS:</b>	Full-time

Come grow your career with the Health Employers Association of British Columbia (HEABC). We offer a competitive salary, hybrid work environment, excellent health & welfare benefits including pension, generous vacation leave and training and development opportunities.

HEABC is a knowledge organization that stimulates innovation in BC health human resources and contributes to the sustainability of the health care system. Our mission, vision and values, combined with our strategic initiatives are what make HEABC a leader in strategic human resources in health care. We value integrity, respect, leadership, courage, excellence and teamwork. Join our highly talented team in a culture of learning, innovation and visionary thinking.

The Health Employers Association of British Columbia (HEABC) takes a provincial leadership role in human resources and labour relations issues management for more than 230 publicly funded health care employers. HEABC is responsible for negotiating six major provincial agreements covering more than 138,000 unionized health care employees covering nurses, health science professionals, ambulance paramedics and ambulance dispatchers, physician residents, and support workers in both facilities and community settings.

As a service provider to the Ministry of Health, HEABC Physician Services leads a coordinated approach to the negotiation of provincial and local physician contracts and provides expert advice to health system partners on their relationships with physicians.

The successful candidate may be permitted to work on a combined “hybrid” in-office/at home basis and be fully vaccinated against COVID-19. Proof of Vaccination is required.

For more information, visit [www.heabc.bc.ca](http://www.heabc.bc.ca).

### OPPORTUNITY:

Reporting to the Manager, Strategic Initiatives, the Committee and Special Projects Lead (the Lead) works with a high-performing team to address challenges related to the delivery of physician services. The Lead supports committees and working groups that influence the delivery of medical services in BC and manages key projects to ensure successful implementation. The Lead will interact with and support a wide range of decision makers, including senior staff of the Ministry, HEABC, health authorities and other health system partners.

The Lead:

- Applies project management best practices to develop and execute detailed project plans, monitors progress and provides status reports in consultation with the Manager, Strategic Initiatives.
- Provides secretariat support to assigned committees, including preparing agendas, briefing notes and meeting materials.
- Builds strong and effective relationships with internal and external stakeholders at multiple levels through establishing rapport and fostering communications.

### **Required Experience and Knowledge:**

- Bachelor's degree in business, communications, public policy, healthcare or another relevant discipline
- Minimum of 5 years' experience managing projects on behalf of executives or governance structures
- Demonstrated success as a project manager.
- Previous experience in providing secretariat services to multi-stakeholder committees or groups.
- Strong writing, verbal communication, and presentation skills.
- Advanced skills in Microsoft Office applications including Outlook, Word, Excel, and PowerPoint.

This position is well-suited to an individual interested in pursuing a career in an interesting segment of the public sector, and who values the opportunity to make a positive public contribution through their work.

### **HOW TO APPLY:**

If you're looking for a fulfilling and challenging career within a dynamic organization, please submit a cover letter and resume outlining your experience to:

**Human Resources, HEABC**  
**300-2889 East 12<sup>th</sup> Ave**  
**Vancouver, BC V5M 4T5**  
**Email: [careers@heabc.bc.ca](mailto:careers@heabc.bc.ca)**  
**Fax: 604-736-2715**

*HEABC is committed to creating a diverse work environment that represents a variety of perspectives and skills, where all staff are treated fairly and equitably. We encourage qualified candidates from all races and ethnicities, all genders and sexual orientations, and persons with all abilities to apply. We take seriously our duty to create and sustain a culture that is healthy, accessible and rewarding for all staff, and recognize that the more inclusive we are, the better our work will be.*

We wish to thank all applications for their interest and effort in applying; however, only those candidates selected for an interview will be contacted.