JOB POSTING

Manager, Project Office

Date Posted: November 12, 2025

Location: Ontario. Working mainly remote with some in-person meetings

Status: Full-time Permanent

Compensation:

- Salary range at $73.13/hr to $91.13/hr, depending on experience and qualifications;
- An industry-leading defined benefit pension plan through HOOPP;
- Comprehensive benefits

About OCINet:

The Ontario Clinical Imaging Network (OCINet) is an independent, not-for-profit corporation and a delivery partner of Ontario Health. OCINet enables the secure storage and retrieval of imaging exams, supports hospitals and integrated community health services centres, and connects radiologists, referring physicians, and specialists with their patients' clinical images province wide.

For more information about OCINet, please visit: www.ocinet.ca

Opportunity:

OCINet is currently recruiting for the position of Manager, Project Office. The Manager, Project Office is responsible for establishing, implementing, and overseeing best practices for IT project management across the organization. This includes providing leadership and direction to a team of project staff and ensuring consistent delivery of projects according to approved scope, schedule, and budget. The successful candidate will define and document project lifecycle policies and processes, develop and monitor key performance indicators, manage resource allocation and lead portfolio reporting to support governance and accountability across initiatives.

Responsibilities:

- Establish and maintain project management frameworks, methodologies, and best practices.
- Oversee project portfolio management, aligning Project Office activities with business strategy, executive leadership objectives and resource availability
- Establish and maintain an integrated organization-wide project plan covering all active initiatives and a 12 to 24 month forecast

- Monitor project progress, risks, and financials, providing executive reports and insights.
- Ensure project deliverables align with scope, schedule, budget, and quality expectations.
- Lead and mentor project management staff and, fostering professional development and continuous improvement
- Promote a culture of collaboration, accountability, and performance excellence.
- Facilitate training sessions on project management with best practices and tools.
- Serve as a liaison between project teams, senior leadership, and external stakeholders.
- Communicate project status, risks, and opportunities to executives and key decision-makers.
- Evaluate and implement project management tools and technologies to enhance efficiency.
- Identify opportunities for continuous improvement in project execution and governance.
- Standardize reporting, documentation, and performance metrics across projects.
- Attend in-person meetings as required, primarily in Southwest and Central East Ontario and occasionally in other parts of Ontario.
- Other duties as assigned.

Qualifications Required:

- Completion of a degree in Health/Life Sciences, Business Administration or equivalent education and experience
- Certification from the Project Management Institute preferred
- Minimum seven (7) years' experience in project management with at least two (2) years in a leadership role
- Experience managing projects related to medical imaging informatics, PACS/DIR, ITS hardware/software implementation and upgrades
- Strong understanding of project management methodologies
- Proficiency in project management tools (e.g. MS Project, Jira, Smartsheet)
- Computer knowledge in Windows, Excel, Word, Visio, PowerPoint, Eclipse/Microsoft Project software
- Advanced knowledge and understanding of diagnostic imaging processes, protocols and procedures and their application to all levels of uses
- Understanding of interconnected or integrated 3rd party solutions to and between the EMR, RIS and PACS
- Strong skills in process-centric thinking
- Superior commitment to customer service
- Excellent organizational skills and ability to adapt to changing priorities and ambiguity
- Advanced creative and effective problem-solving and decision-making skills
- Demonstrated ability to work cooperatively as a team and to facilitate meetings and workgroups
- Strong communication skills to communicate effectively and efficiently, both verbally and in writing, to diverse audiences/stakeholders
- Demonstrated ability to attend work on a regular basis and provide on-call support

OCINet is an equal opportunity employer, dedicated to a culture of inclusiveness and diversity reflecting our diverse patients, staff and community alike. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.

Apply for this opportunity by submitting your cover letter and resume to employment@ocinet.ca and stating the job title in the subject heading.