

Project Manager
Scheduling Project and ERP Implementation
Temporary 3 Year Assignment

About the Perth and Smiths Falls District Hospital:

The Perth and Smiths Falls District Hospital (PSFDH) is located in the Rideau Canal region, an hour from Ottawa and Kingston. It operates across two sites in the towns of Perth and Smiths Falls. The hospital employs over 650 staff members, known for delivering high-quality patient care. PSFDH is committed to fostering a respectful and supportive workplace, ensuring a safe environment, recruiting top talent, and providing staff with the necessary skills for the future.

About the Opportunity:

The Project Manager – ERP Implementation will lead the planning, execution, and delivery of a comprehensive Enterprise Resource Planning (ERP) transformation within a hospital environment. The first phase of the project includes leading the implementation of new staff scheduling processes and master rotations, in parallel with the procurement phase of the future ERP transformation of core Finance and HR functions. This role is critical in modernizing currently non-existent or outdated financial, human resources, and operational systems while ensuring alignment with Ontario Ministry of Health financial reporting requirements.

Reporting to the VP Corporate Services & CFO and the VP Clinical Services & CHRO, the successful candidate will be a hands-on, delivery-focused project manager with deep experience in the healthcare sector and a strong understanding of hospital human resource and financial operations, with demonstrated success implementing ERP systems in complex, resource-constrained environments.

KEY RESPONSIBILITIES

Project leadership & Delivery

- Lead the implementation of recently developed new staff scheduling processes and master rotations.
- Lead end-to-end ERP implementation, including scope definition, planning, procurement, execution, training, monitoring, and post-implementation stabilization.
- Develop and manage detailed project plans, timelines, budgets, risks, and resource allocations according to project management methodologies.
- Act as a hands-on project manager, directly supporting deliverables (e.g., process mapping, data migration oversight, testing coordination), particularly in a lean organizational setting.
- Identify, assess, report, and mitigate risks associated with system implementation.

Financial & Regulatory Alignment

- Ensure ERP design and reporting capabilities meet Ontario Ministry of Health reporting standards (e.g., MIS Guidelines, year-end reporting, funding models).
- Support development of internal controls, audit processes, and financial policy alignment within the new system.
- Ensure HR and Payroll modules align with applicable legislation, collective agreements, and sector-specific requirements (e.g., employment standards, pension and benefits administration, union reporting).

Stakeholder Engagement & Change Management

- Lead organizational change management activities, including training, communication, and transition planning using proven change management methodologies ie. ADKAR.
- Engage clinical, corporate, and operational stakeholders to define requirements and support adoption.
- Prepare project updates, dashboards, briefing notes, and status reports for leadership including risks and mitigation strategies.
- Manage relationships with ERP vendors, internal and external implementation resources and external consultants.
- Negotiate scope changes, issue resolution, and performance expectations with vendors.

QUALIFICATIONS & EXPERIENCE

EDUCATIONAL REQUIREMENTS

- Bachelor's degree in Business, Health Administration, Information Systems, Finance, or related field.
- Project Management Professional (PMP) designation or equivalent certification is required.

Experience

- Minimum of 5 years of project management experience, including:
 - Leading ERP implementations (required)
 - Experience in the hospital or broader Ontario healthcare sector (required)
- Demonstrated experience implementing systems in organizations with limited existing infrastructure or outdated legacy systems.
- Strong understanding of hospital finance functions and Ministry of Health reporting requirements, including MIS Guidelines.
- Experience working in smaller hospitals or resource-constrained environments is highly desirable.

Key Competencies

- **Hands-on execution:** Willing and able to work at both strategic and operational levels.
- **Healthcare expertise:** Deep understanding of hospital operations, funding models, and regulatory requirements in Ontario.
- **Financial acumen:** Strong knowledge of financial systems, reporting, and controls.
- **Change leadership:** Ability to drive adoption in environments experiencing significant transformation including profound knowledge of ADKAR or similar change methodology.
- **Stakeholder management:** Skilled at navigating complex organizational dynamics.
- **Problem-solving:** Practical, solution-oriented approach in a challenging and evolving environment.
- **Communication:** Clear, concise, and effective communicator with both technical and non-technical audiences.

Salary Range: \$61.02- \$62.54- \$64.11- \$65.71- \$67.35- \$69.04

This is a non-union 3 year temporary position.

Interested applicants are invited to send a resume and letter of application, in confidence, to HR@psfdh.on.ca

The Human Resources Department
Perth and Smiths Falls District Hospital
60 Cornelia Street West
Smiths Falls, Ontario K7A 2H9
Email – HR@psfdh.on.ca
Telephone - (613) 613-283-2330 ext. 1888

Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy. Proof of double vaccination will be required as a condition of employment, subject to exemptions contained in the policy.

Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283-2330 ext. 1132 for assistance. We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.