

UW HEALTH JOB DESCRIPTION

Project Manager, System Project Management Office (SPMO)

Job Code: 411003

FLSA Status: Exempt

Mgt. Approval: M. Kleba-Buiser

Date: November 2022

Department: System Project Management Office

HR Approval: B. Haak

Date: November 2022

JOB SUMMARY

The Project Manager – System Project Management Office (SPMO) is responsible for supporting high-priority strategic, system transformational or major/complex foundational and operational projects for the UW Health System. The Project Manager is responsible for coordinating all work for many medium and/or small projects, simultaneously. The Project Manager provides leadership without direct authority to teams across multiple departments and partner organizations/affiliates. The Project Manager manages and facilitates cross-functional groups, and delegates to operational team members and support staff to ensure timely completion of deliverables. The Project Manager manages project interdependencies and works with oversight committees to remove barriers and ensure that overall goals are achieved. The Project Manager may be assigned to support a particular team within UW Health or support a variety of teams on an as needed basis.

The Project Manager works autonomously to drive results, implement changes, and track the impacts of high priority work. The Project Manager possesses the ability to provide structure to complex, undefined work with significant interdependencies. The Project Manager is responsible for assembling project teams, identifying key stakeholders, managing project risks, and tracking action items, issues, and key decisions throughout the project lifecycle. This is a highly visible position within the organization, requiring a great degree of professionalism and experience. The system position supports all UW Health leaders and partners across the UW Health System.

MAJOR RESPONSIBILITIES

Project Management

1. Oversee and maintain projects with many cross-functional integration points.
2. Drive all phases of implementation including initiation, planning, execution, monitoring/controlling, and transition/project closeout.
3. Define and develop project plans and prioritize associated tasks.
4. Utilize project management tools and principles to drive leadership teams towards achieving specified milestones, appropriately escalating barriers affecting the project timeline.
5. Anticipate and identify issues and risks, including resource constraints, to the project timeline and goals. Develop solutions or alternative options for review.
6. Act as a liaison between the project team and applicable departments to ensure project deliverables are completed on time and with high quality.
7. Proactively manage changes in project scope, identify potential project obstacles, and devise contingency plans.
8. Set up teams for continued success during periods of project transition.
9. Translate project goals into outcome-oriented initiative plans, including performance metrics, risk management plans, and communication plans.

Communication

1. Plan and facilitate meetings and retreats to help leadership teams organize projects into achievable tasks.
2. Develop and deliver status reports, proposals, requirements, documentation, and presentations in both formal and informal settings to project workgroups, senior leadership, and other key stakeholders throughout the project lifecycle.
3. Effectively interact with executives and C-suite individuals.

Facilitation

1. Efficiently plan and facilitate meetings of varied participants using standard meeting management tools and techniques.
2. Effectively use project management tools to support team needs.
3. Manage and facilitate complex decision-making processes with multiple stakeholders to reach consensus.
4. Facilitate effective and sustainable transitions to process/product/operational owners upon project completion.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED
CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

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JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Business Administration, Healthcare Administration, Industrial Engineering, or relevant field. Four (4) years of relevant project management experience may be considered in lieu of degree, in addition to the experience below.
	Preferred	Master's degree in Business Administration, Healthcare Administration, Project Management, Organizational Development, Health Systems Engineering, or related field.
Work Experience	Minimum	Three (3) years demonstrated success in managing complex projects
	Preferred	<ul style="list-style-type: none"> • Two (2) years health care experience • Experience working with executive leadership
Licenses & Certifications	Minimum	
	Preferred	<ul style="list-style-type: none"> • Project Management Institute PMP certification • University certificate in Project Management
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to apply project management best practices • Ability to create work break down structure diagrams, risk management plans, stakeholder analyses, communication plans, and complex project plans • Demonstrated ability to transform complex concepts into visuals and presentations for stakeholders to understand • Some understanding of health care systems, environments, and processes • Hands-on, assertive, and proactive management in order to meet timelines • Credible and articulate, with an ability to influence with impact throughout the organization • Ability to work autonomously in a complex and ever-changing environment • Ability to quickly assimilate information, assess, and act upon new concepts, trends, and initiatives • Good interpersonal and communication skills with the ability to interact effectively with internal and external stakeholders. • Ability to translate abstract concepts into actions that move the business forward • Good troubleshooting and escalation skills, with the ability to work under pressure and within tight deadlines • Ability to build strong teams and effective relationships, and provide leadership to a variety of stakeholder groups, without having direct authority • Attention to detail and a desire to produce high quality work • Good facilitation skills including meeting and retreat preparation and management • Strong analytical and problem-solving skills • Ability to maintain a high level of confidentiality • Ability to adapt to frequent changes in duties and volume of work • Demonstrated ability to identify interdependencies and implications of change, and generate alignment across related projects and stakeholders • Ability to navigate and facilitate crucial/difficult conversations in a productive and respectful manner

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PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.