

**Open to the Public**  
**LiveWell PEI Project Manager**  
**Department of Health & Wellness**  
**Location - Charlottetown**  
**Full-Time Temporary Position**  
**(Commencing Immediately until June 2024)**

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Under the guidance of the Provincial Epidemiologist, this role will oversee the implementation and day-to-day operations of the LiveWell PEI Design Phase project. This includes providing project management services, secretariat support for committees/work streams, research services, conducting consultations, and knowledge mobilization services.

Duties include:

- Manage project's work and scope, and ensure that all deliverables/outputs meet requirements and quality standards;
- Develop detailed project plans based on the project proposal/grant application and work plan;
- Acquire and oversee project human resources (staff from Government of PEI, Health PEI, UPEI and various local and national non-governmental organizations; and community members), assign tasks, and ensure integration of deliverables;
- Oversee the work of graduate students and contractors as they prepare deliverables/ outputs for each committee and contribute to these deliverables/ outputs when appropriate;
- Monitor and control the project's schedule, costs, and risks; and respond to risks;
- Monitor changes, assess their impacts, and revise project plans and documents as needed;
- Ensure adequate communication and engage stakeholders;
- Gather estimates and information from and liaise with vendors, contractors, and consultants;
- Fulfill project activity and financial reporting requirements specified in the Contribution Agreement with the funder(s);
- Provide support to and oversee activities of project committees and work streams;
- Conduct research and tasks related to research administration;
- Develop questionnaires for use in engagement, research and evaluation activities;
- Perform and contribute to data analyses (qualitative and/or quantitative);
- Prepare Research Ethics Board (REB) applications and submit these applications to REBs; prepare and submit revisions if needed.
- Develop tools, resources, and documents to support the development of the LiveWell PEI platform.
- Seek input, advice, and opinions from stakeholders who are external to the project team

**Minimum Qualifications:**

- Master's degree in Health Services Research, Public Health, Epidemiology, or a related discipline.
- Post-graduation experience in project coordination.
- Knowledge and experience in intervention design and knowledge mobilization.
- Training and experience in working with quantitative and qualitative evidence from a variety of sources.
- Experience working with a variety of stakeholders.
- [Demonstrated equivalencies will be considered.](#)
- Excellent analytic and organizational skills.
- Excellent time management and ability to meet deadlines while handling multiple priorities.
- Excellent oral and written communication skills.
- Strong team-building and collaborative skills.

**Other Qualifications**

- Doctoral degree in Health Services Research, Public Health, Epidemiology, or a related discipline would be considered an asset.
- Fluency in French would be considered an asset.
- Additional relevant education and experience will be considered an asset.

**Please Note: Preference will be given to UPSE Civil employees as per the UPSE Civil Collective Agreement.**

**Applicants are expected to complete the full length of temporary assignment unless appointed to a permanent position.**

**Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.**

**Salary Range:** \$34.67 - \$43.36 per hour (Level 19 – UPSE)  
**Bi-Weekly Hours:** 75.0 hours bi-weekly  
**Posting ID:** 152547-0722HWTI  
**Closing Date:** Thursday, July 21<sup>st</sup>, 2022 **4:00 p.m.**

**Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at [www.gov.pe.ca/jobs](http://www.gov.pe.ca/jobs). Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.**

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