

JOB DESCRIPTION

Project Manager, DEPICT HEALTH

About IRBC

The International Retinoblastoma Consortium (IRbC) is a charitable organization run by volunteers committed to enhancing retinoblastoma patient care and research. IRbC is not directly affiliated with an academic or medical institution. The primary focus of IRbC is DEPICT HEALTH.

About DEPICT HEALTH

DEPICT HEALTH is an e-health tool designed to improve communication across a patient's circle of care (healthcare providers, informal caregivers and patients or substitute decision makers).

With consent, a DEPICT HEALTH account is created for a retinoblastoma patient. The patient's retinoblastoma healthcare providers - across institutions and jurisdictions - enter data into the patient's DEPICT HEALTH account at each clinical encounter. This includes data about treatment and outcomes. Patients (or their guardians) have real-time view-only access to their DEPICT HEALTH account and can share this access with others.

In this way, DEPICT HEALTH provides healthcare providers and patients with a singular full view of a patient's treatment and follow-up, for life! This is vastly different than siloed institutional patient portals provided by current electronic medical records.

DEPICT HEALTH software is in the final stages of development. Preliminary compliance (e.g., privacy and security policies) and governance documents are drafted.

About the Opportunity

We are seeking a dynamic and results-driven professional for the role of Project Manager, DEPICT HEALTH. The Project Manager will support global deployment of DEPICT HEALTH, reporting to the IRbC Board. This role encompasses leadership across governance, communications, technology, business planning, and more, ensuring alignment with our mission and goals.

We encourage applications from candidates identifying as a member of a traditionally underrepresented group. We strongly encourage applications that reflect a JEDIA (Justice, Equity, Diversity, Inclusion and Accessibility) perspective, emphasizing how these values will inform and enhance your contributions to the role. Priority will be given to candidates who thoughtfully identify potential challenges related to JEDIA and propose innovative, practical solutions.

Key Responsibilities

Governance

- Revise and enhance existing governance documents.
- Ensure adherence to DEPICT HEALTH governance standards, including compliance with existing policies and procedures.
- Identify opportunities to enhance current governance frameworks to support organizational growth.

Software Lifecycle Management

- Lead the post-development software lifecycle, including application maintenance and setup of managed services.

Compliance

- Drawing from and expanding upon existing resources, ensure that robust security and privacy measures are in place and regularly updated.

Strategic Business Planning

- Develop and implement comprehensive business plans aligned with organizational goals.
- Collaborate with the Board on project funding opportunities.
- Define key performance indicators (KPIs) and regularly report progress.
- Create and maintain project scopes and detailed work plans to ensure timely delivery.

Site & Stakeholder Relations

- Foster strong relationships with sites and stakeholders (software end users), ensuring effective collaboration and communication.

Public Relations & Communications

- Manage media inquiries and act as IRbC's public spokesperson when required.
- Oversee the development and management of website.

General Administration

- Manage day-to-day administrative functions, ensuring operational efficiency and alignment with strategic priorities.

Qualifications

- DEPICT HEALTH challenges the status quo and demands better! This will mean facing barriers and unique challenges, at times. The Project Manager needs to have experience being innovative, persistent and pushing boundaries.
- Experience in the healthcare sector.
- Project Management Professional certification.
- Strong leadership and organizational skills with proven experience in governance and business planning.
- Excellent communication and public relations skills.
- Expertise in software lifecycle management, privacy, and security.
- Demonstrated ability to develop and report on KPIs.
- Experience in fundraising and stakeholder engagement is an asset.

About the Role

- This role reports directly to the IRbC Board.
- The position is fully remote; candidates must be available to work during Eastern Time Zone hours.
- This is an independent contractor role, not an employee position. The successful candidate will have the autonomy to manage their own schedule while consistently delivering high-quality results aligned with project objectives.
- A commitment of 40 hours per week is required.
- The compensation package includes a base salary between \$70,000 and \$80,000 CAD, based on experience, with potential for performance-based bonuses.

What's Next

- Submit a resume and cover letter to careers@depicthealth.org by March 15, 2025. Cover letters should not exceed one page and must outline your experience with project management.
- We will be reviewing applications March 2025.