



Ganawendaasowin Project Manager

Job Description

PURPOSE:

The Ganawendaasowin Project Manager is responsible for coordinating the implementation of Mitaanjugamiing First Nation's child and family services information management system and supporting implementation of the Nation's Child Care Law, service delivery model, and Coordination Agreement activities.

ACCOUNTABILITY:

The GDW Project Manager reports directly to the Ganawendaasowin Supervisor and works closely with the legal counsel, Red Mane Technology, Ontario, Indigenous Services Canada and other project consultants. The Project Manager serves as the central point of coordination for the project and is responsible for ensuring project decisions, timelines and deliverables remain aligned with the Nation's implementation objectives.

DUTIES AND RESPONSIBILITIES:

1. Project Leadership

- Lead the implementation of the Nation-controlled Child and Family Services Information Management System, ensuring successful project delivery.
- Coordinate and oversee implementation activities across multiple departments and service areas to support seamless project execution.
- Monitor project timelines, milestones, risks, and deliverables to ensure progress aligns with established objectives.
- Ensure the project is delivered on schedule, within budget, and in accordance with approved project plans and funding requirements.
- Prepare and present comprehensive project status reports, progress updates, and key performance metrics to leadership and funding partners.

2. Vendor Management

- Serve as the primary liaison with Red Mane Technology, fostering effective communication and collaboration throughout the project lifecycle.
- Coordinate project meetings, track action items, and facilitate timely decision-making among stakeholders.
- Review project deliverables to ensure quality, accuracy, and alignment with project objectives and contractual requirements.
- Coordinate and oversee User Acceptance Testing (UAT) to validate system functionality and support successful implementation.
- Monitor implementation progress, identify risks or challenging, and ensure project milestones are achieved as planned.

- Escalate complex issues, risks, or decisions requiring leadership direction, providing recommendations to support informed decision-making.

3. Business Process Co-ordination

- Coordinate the development, validation, and continuous improvement of Prevention Services workflows to support effective service delivery.
- Lead the development and validation of Protection Services workflows, ensuring alignment with legislative, organizational, and operational requirements.
- Coordinate the design and validation of Post Majority Support Services processes to promote consistent and effective service provision.
- Develop and validate standardized intake and referral management processes to improve service coordination and client access.
- Coordinate the development and validation of case management processes, reporting requirements, and information-sharing protocols to ensure compliance, consistency, and efficient program delivery.

4. Data Governance

- Coordinate the development and implementation of a comprehensive data governance framework to support effective information management and accountability.
- Develop and establish privacy requirements, security permissions, and user roles to ensure appropriate access controls and regulatory compliance.
- Coordinate the development of records management practices to ensure the accurate, secure, and consistent management of organizational information.
- Develop standardized reporting requirements and reporting standards to support data quality, performance monitoring, and informed decision-making.
- Coordinate the development and implementation of information management policies and procedures to promote compliance, consistency, and best practices across the organization.

5. Implementation oversight

- Coordinate business process validation activities to ensure system functionality aligns with operational requirements and service delivery needs.
- Oversee software configuration, testing, and system readiness activities to support successful implementation.
- Coordinate staff training initiatives, ensuring users are equipped with the knowledge and skills required for effective system adoption.
- Support deployment planning, data migration activities, and implementation readiness to ensure a smooth transition to the new system.
- Provide ongoing implementation support and coordinate post-launch stabilization activities to address issues, enhance system performance, and promote successful adoption.

6. Coordination Agreement Support

- Support the implementation of the Coordination Agreement by participating in Coordination Table meetings and contributing to collaborative planning and decision-making processes.
- Coordinate and track follow-up actions, ensuring commitments, responsibilities, and timelines are effectively managed and completed.
- Monitor implementation commitments, work plans, and key deliverables to ensure progress aligns with established objectives and agreements.

- Coordinate and provide support to consultants and external partners involved in implementation activities.
- Prepare progress reports, updates, and required documentation for submission to provincial and federal partners, including Ontario and Canada.
- Maintain accurate records of implementation activities, outcomes, and reporting requirements to support accountability and transparency.

7. Financial Administration

- Monitor project budgets, financial performance, and expenditures to ensure effective resource management and fiscal accountability.
- Review and validate consultant invoices to confirm accuracy, completeness, and alignment with approved project agreements.
- Track funding allocations and expenditures to ensure spending remains within approved budgets and funding guidelines.
- Prepare financial reports, budget updates, and expenditure summaries for leadership and funding partners.
- Ensure compliance with funding agreements, financial reporting requirements, and applicable accountability standards.

8. Stakeholder Engagement

- Coordinate communication and engagement with Chief and Council, Committee members, program staff, legal counsel, technology partners, government representatives, and community stakeholders.
- Facilitate timely information sharing, updates, and collaboration among internal and external partners throughout the project lifecycle.
- Support effective stakeholder engagement by coordinating meetings, preparing updates, and ensuring key decisions, priorities, and concerns are appropriately communicated.
- Act as a central point of contact with Red Mane Technology, Indigenous Services Canada, Ontario representatives, and other project partners to support alignment and successful implementation.
- Maintain clear and consistent communication channels with community members and stakeholders, as required, to promote transparency and engagement.

Key Deliverables

- Develop and maintain a comprehensive project implementation plan outlining objectives, timelines, resources, and key deliverables.
- Prepare and manage detailed implementation schedules to track milestones, dependencies, and project activities.
- Coordinate the development of business process documentation to support standardized procedures and effective system adoption.
- Support the development of a data governance framework to promote data quality, security, privacy, and effective information management practices.
- Coordinate testing and training activities to ensure system readiness and successful user adoption.
- Conduct deployment readiness assessments to evaluate operational preparedness and identify areas requiring further support.
- Prepare regular implementation progress reports, providing updates on milestones, risks, issues, and project outcomes.

- Develop funding and financial reports to support accountability, compliance, and reporting requirements.
- Prepare a final implementation report summarizing project achievements, outcomes, lessons learned, and recommendations for future improvements.

QUALIFICATIONS AND SKILLS:

- Diploma or certificate in Project Management, Information Systems, Business Administration, or a related field, with two to five years of experience coordinating complex projects, system implementations, stakeholder engagement, and reporting requirements, or an equivalent combination of education and experience.
- Must have a good understanding of the First Nation government structure and operational structure.
- Experience managing complex implementation projects.
- Experience working with First Nations governments or Indigenous organizations.
- Knowledge of child and family services systems.
- Strong leadership, facilitation, budgeting and reporting skills.

TERMS AND CONDITIONS:

- Must provide a satisfactory Criminal Record Check.
- Must possess a valid Driver's License and access to a reliable vehicle.
- Must sign:
 - Oath of Confidentiality
 - Declaration of Understanding
 - Conflict of Interest
 - Code of Conduct
 - Social Media policy
- Must be willing to work evenings or weekends as required to meet community needs.