



Job Title: Associate Director, Enterprise Project Management Office (EPMO)
Department: EPMO
Reports to: Director, Finance

FLSA Status: Exempt
Grade: 18

Position Summary

The Associate Director, EPMO is accountable for the work and deliverables of Access Health CT Enterprise Project Management Office (AHCT EPMO). S/he provides leadership and direction in defining future vision on all projects within AHCT.

To be successful, the Associate Director, EPMO will assess projects from 5 perspectives: business (functional, data and security), technology, financial, delivery, and political within the State of Connecticut and federal environment (taking under consideration what has been successful and not so successful in the past).

S/he is responsible for leading the definition and execution of AHCT business capabilities as outlined by the business vision and is accountable for oversight of delivery performed by internal teams, business partners, and vendors. The position reports to the Director, Finance and oversees all EPMO staff.

Please note that AHCT is not currently accommodating individuals requiring sponsorship for work visas. We require all employees to be onsite in our Hartford, CT office on Tuesdays and Wednesdays.

Responsibilities

- Work closely with project sponsor, cross-functional teams, and assigned project managers to plan and develop scope, deliverables, required resources, work plan, budget, and timing for new initiatives and their alignment to the goals and objectives of AHCT
- Set up guidelines and structure for EPMO
- Manage program and project teams for optimal return-on-investment, and coordinate and delegate cross-project initiatives
- Identify key requirements needed from cross-functional teams and external vendors
- Ensure IT projects are managed through their entire software development life cycle for application development and delivery while being aligned across the organization
- Develop and manage budget for projects and be accountable for delivering against established business goals/objectives
- Work with the Project Management Team to identify risks and opportunities across multiple projects within the organization.
- Develop program assessment protocols for evaluation and improvement

- Analyze, evaluate, and overcome program risks, and produce program reports for management and stakeholders
- Proactively sets direction of the initiatives and manage them using PMI framework
- Responsible for resource utilization within and across work teams
- Responsible for the financial implications of projects and/or programs budgets
- Assist others to identify solutions to issues that negatively impact program and/or project plan
- Identify gaps and recommend enhancements related to new and/or existing initiatives, services, and workflows based on the end-to-end view
- Responsible for developing alternatives to resolve issues and communicate effectively with all levels of management
- Lead all project and/or program management work including monitoring and tracking of progress and status update communications

Management Responsibilities:

- Responsible for department budget with approval from Director
- Hold employee(s) accountable for reaching their goals, maintaining performance standards and demonstrating the company's values
- Prepare mid-year and annual performance reviews
- Meet weekly with staff and conduct bi-weekly 1:1s
- Attend all required management training
- Review and approve time sheets of direct reports
- Conduct interviews and participate in the hiring and onboarding process as needed
- Model the company's values
- Promote and support professional development of staff
- Maintain and enhance supervisory skills through training and continuing professional education

Qualifications

- Bachelor's degree in business administration or related field or equivalent experience, Master's Preferred.
- Project Management Certification/Project Management Professional (PMP) is required
- 7-10 years in an advanced management role (preference given to those with program management experience in Healthcare Industry)
- 10+ years in Project Management/Project Leader
- 5+ years' experience leading technology change management
- Proven track record in meeting project milestones and negotiation
- Experience in the Healthcare Industry is an asset
- **Experience in managing IT Projects in Healthcare Industry is an asset**
- Exceptional leadership/engaging and developing people, time management, facilitation, and organizational skills

- Outstanding working knowledge of change management principles and performance evaluation processes

Physical Demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

Work Environment: this is an in-office role 2 days per week on Tuesdays and Wednesdays and remote on Monday, Thursday, and Friday unless otherwise needed. This position requires the ability to work offsite with stakeholders at their locations in CT as necessary. The noise level in the work environment is usually moderate. Requires fast-paced deadlines and has a high stress at times. Minimal local travel.

Affirmative Action and Equal Opportunity Employer