



## NON-CONTRACT ROLE DESCRIPTION

**JD2476**

<b>ROLE TITLE:</b>	Project Analyst	<b>ROLE DESCRIPTION NO.:</b>	00337
<b>DEPARTMENT:</b>	1) Information Management / Information Technology 2) IHealth 3) Operations & Support Services 4) Information Stewardship, Access & Privacy (ISAP) 5) Pharmacy Business Systems and Decision Support, Pharmacy Services	<b>HEABC REFERENCE NO.:</b>	1872528
<b>REPORTING TO:</b>	Project Lead or designate	<b>HSCIS CODE:</b>	05050
<b>CLASSIFICATION:</b>	NCEC/Range 7	<b>JOB CODE:</b>	05050PA

### ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Project Lead or designate, The Project Analyst is responsible for implementing projects within the strategic plan, specific project management duties, project fiscal tracking and management, workflow and business analysis and coordinating small and large work teams of internal staff and external consultants.

### DUTIES AND RESPONSIBILITIES:

1. Provides for a variety of projects strategic planning support and change management services by performing benefits analysis, workflow and business analysis; using formal data gathering techniques and analyzing and implementing appropriate information systems. This includes identifying system deficiencies and ways of improving business efficiency functions through project deliverables.
2. Develops detailed specifications for computer applications of varying complexity by using a formal systems delivery methodology.
3. Prepares Requests for Proposal and evaluates vendor responses. This includes the analysis of vendor responses to evaluate the most effective, efficient and economic solution in support of the project objectives and goals.
4. Coordinates and performs implementation of applications by ensuring documentation, testing of applications, and verifying that programs are functional and consistent with project specifications. Analyzes a variety of available programs to validate and evaluate consistency and functionality.
5. Provides system support to users during the development and implementation of various systems and applications by performing duties such as troubleshooting system software problems, testing alternative solutions, and providing end user training during implementation.
6. Provides project and business direction and guidance to project staff, through work analysis, to complete specific project tasks by identifying staff required, assigning tasks to staff, and setting priorities.
7. Provides end-user training on new hardware or software solutions implemented as a result of project deliverables on a formal or informal basis as required.
8. Schedules and coordinates project steering and sponsorship meetings, tracks and reports on project timelines related to specific project deliverable, and ensures completion of project deliverables, and updates status reports.
9. Coordinates, collects, and analyzes project information pertaining to scope, budget, deliverables, issue tracking

and resolution, benefits analysis and return on investment opportunities.

10. Performs other related duties as assigned.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

A level of education, training and experience equivalent to a degree in Health Information Sciences, Commerce, Business Administration, or Computer Science and five years recent experience in project management, system analysis, design programming, and the use of a formal systems delivery methodology.

### **Skills And Abilities**

- Proven consistent ability to keep up with new technologies as they are introduced to the workplace.
- Effective interpersonal, verbal, and written communications skills.
- Excellent presentation, interviewing, and facilitating.
- Superior consulting skills.
- Demonstrated problem-solving skills.
- Working knowledge of systems analysis and design techniques.
- Ability to work independently.
- Ability to organize workload and priorities.