



## NON-CONTRACT ROLE DESCRIPTION

**JD2823**

<b>ROLE TITLE:</b>	Planning Analyst	<b>ROLE DESCRIPTION NO.:</b>	00729
<b>DEPARTMENT:</b>	1. Planning 2. Population Health Assessment & Epidemiology 3. Primary Care Strategy	<b>HEABC REFERENCE NO.:</b>	1872184
<b>REPORTING TO:</b>	1. Corporate Director, Planning 2. Manager, Population Health Assessment & Epidemiology 3. Project Director, Primary Care Strategy	<b>HSCIS CODE:</b>	03099
<b>CLASSIFICATION:</b>	NCEM/Range 7	<b>JOB CODE:</b>	03099BD

### 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.

The Planning Analyst works as part of a team which supports senior management and the Island Health Board. The Analyst has responsibility for supporting the development and/or updating of strategic documents required by Island Health or the Ministry of Health such as the corporate Annual Plan, Service Plan, Service Plan Report and specific accountability plans directed by government and Island Health.

The Planning Analyst also provides planning and analytical support for specific planning, population health, primary care and community engagement projects. These projects are often related to more detailed planning projects associated with specific strategic priorities.

### DUTIES AND RESPONSIBILITIES:

1. Supports the development of Island Health's shorter and longer term planning processes through the creation, collection, compilation, analysis and synthesis of relevant and required information (e.g., health system policy and planning requirements and issues, population statistics and forecasts, health status, service utilization, etc.).
2. Supports corporate planning, monitoring and reporting requirements through analytical and coordination support and the development of related briefing material, presentations and reports.
3. Facilitates or contributes to project-specific planning and engagement processes as required and determined on an annual basis.
4. Maintains up-to-date knowledge of and information on population health status and service utilization for Island Health and its constituent communities, in comparison with other health authorities, other provinces, and other countries where relevant.
5. Maintains broad internal (within Island Health) and external contacts with other health authorities and provinces, where applicable, for the purpose of identifying health service issues and trends in health service delivery across the country that may impact strategic plans, program plans and other planning projects and initiatives.
6. Prepares planning analyses and contributes to the development of recommendations to support the strategic decision making processes of the organization.
7. Guides, trains, and supports decision makers in accessing and interpreting relevant planning and statistical information.

8. Development of required presentations and other engagement and communication approaches as required to support this work within and outside of Island Health.

9. Performs other related duties as assigned.

## **QUALIFICATIONS:**

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

A level of education, training and experience equivalent to a Bachelor's degree in Business/Public/Health Administration, Social or Health Sciences or other relevant discipline or field of study, and three years' recent related experience working within the health system in an analytical or planning capacity.

### **Skills And Abilities**

- Broad understanding of current issues, challenges and future directions of health care delivery, health status, and the determinants of health in Canada, British Columbia and Vancouver Island.
- Ability to find, collect, analyze and interpret data, use basic statistical concepts, and prepare written reports.
- Knowledge and experience with the more advanced features of Microsoft Office. Knowledge and experience with statistical analysis programs and geographic information systems as needed is also an asset.
- Ability to build relationships with a variety of individuals is a critical attribute. This includes external relationships with communities and with program/content experts across the country.
- Ability to develop and maintain participatory planning and engagement processes. Knowledge of IAP2 is also an asset.
- Strong verbal, written and presentation skills.
- Ability to work in a dynamic and challenging environment as a part of a small and high-functioning team.