



NON-CONTRACT ROLE DESCRIPTION

JD4096

ROLE TITLE:	Business Analyst	ROLE DESCRIPTION NO.:	01511
DEPARTMENT:	Clinical Learning & Knowledge Services; Corporate Business Solutions; Advanced Nursing Practice; MHSU Strategic Clinical Network; Physician Compensation and Analysis	HEABC REFERENCE NO.:	18721166
REPORTING TO:	Director, Manager, Lead, or designate	HSCIS CODE:	03099
CLASSIFICATION:	NCEM/Range 7	JOB CODE:	03099FG

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 Director, Lead, or designate, the Business Analyst is responsible for: the review, assessment and development of business processes and infrastructure requirements; project coordination and tracking; reporting; and database development and maintenance.

Travel may be a requirement of this position. Transportation arrangements must meet the operational requirements of Island Health in accordance with the service assignment and may require the use of a personal vehicle.

DUTIES AND RESPONSIBILITIES:

1. Provides strategic planning support by performing benefits analysis, workflow, and business analysis; uses formal data gathering and analysis and implements solutions using appropriate information systems. This includes identifying ways of making improvements through project deliverables. Prepares business case, evaluation and return on investment reports.
2. Participates in the development of requirements, standards and infrastructure using project management methodology. Provides project support to leadership.
3. Liaises with stakeholders to ensure requirements are accurately communicated and reflected in the development processes and resources using a standardized approach.
4. Coordinates the tracking of work/projects.
5. Develops and manages annual work, evaluation and reporting cycles/standard operating procedures.
6. Develops and maintains databases and supports collecting, analysing and reporting information into required reports.
7. Supports the identifying, drafting, publishing, and archiving of standards; liaises with internal and external stakeholders to obtain new or revised standards, policies and procedures. Develops processes and ensures proper maintenance of departmental standards and policies.
8. Informs and supports team information systems development and maintenance, and communication strategy.
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 a related discipline such as health information sciences, business administration, or learning technologies, with 5 years' recent related experience working within a health care or related systems environment in an analytical capacity.

Valid BC Driver's license.

Skills And Abilities

- Strong analytical skills including the ability to find, collect, and analyze and interpret data, use basic statistical concepts and prepare written reports.
- Solid understanding of Project Management Methodology.
- Three years of experience working in projects.
- Strong verbal, written, and presentation skills.
- Proven ability to work in a dynamic environment with a variety of disciplines, to maintain and foster good working relationships including tact and diplomacy in dealing with a variety of work situations, and all levels of the organization.
- Strong computer skills and extensive knowledge/ proficiency with the following applications:
 - MS Office (word, excel, outlooks, power point, publisher)
 - Web publishing software
 - SharePoint
 - Visio
 - Database applications
- Comfortable working with minimal direction.
- Proven consistent ability to keep up with new technologies as they are introduced to the workplace.
- Demonstrated problem-solving skills.
- Working knowledge of systems analysis and design techniques.
- Well-developed listening skills and recording skills.
- Physical ability to carry out the duties of the position.