NON-CONTRACT ROLE DESCRIPTION

JD4144

ROLE TITLE:	Analyst, Office of the Chief Technology Officer	**ROLE DESCRIPTION NO.:**	01546
DEPARTMENT:	Information Management / Information Technology (IMIT)	**HEABC REFERENCE NO.:**	18721206
REPORTING TO:	Chief Technology Officer	**HSCIS CODE:**	03099
CLASSIFICATION:	NCEC/Range 5	**JOB CODE:**	03099HG

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 Analyst, Office of the Chief Technology Officer is responsible for providing confidential data analysis, administrative support and assistance to the Chief Technology Officer. The Analyst requires an understanding of IMIT processes, data analysis and tracking and the ability to plan and coordinate activities to support delivery of outputs from the department in accordance with IMIT standards and best practices

DUTIES AND RESPONSIBILITIES:

1. Conducts research on topics for the department and collects source materials to support the departmental decision making process.

2. Prepares analytical summaries, risk analyses, graphs and trend reports, briefing notes and correspondence required to support daily operations, monitor and communicate organizational and department activities and performance relative to goals and objectives.

3. Undertakes projects such as compiling reports and statistical data to establish an evidential basis for decision making within the department.

4. Documents the department's policies and procedures and provides input to its priorities.

5. Enforces IMIT best practices throughout the Vancouver Island Health Authority, makes recommendations and, participates in improvements to IMIT processes and activities.

6. Provides regular reports on IMIT related data including key performance indicators and other IMIT data sources.

7. Tracks data regularly in connection to asset road maps and related investment reporting requirements.

8. Provides confidential administrative support and scheduling/calendar support for the Chief Technology Officer. This includes making travel arrangements, ordering equipment and supplies, and implementing systems and procedures.

9. Reviews pertinent provincial and national literature; summarizes and makes recommendations to the Chief Technology Officer.

10. Creates meeting agendas, with related background information; transcribes minutes for Committee Chairs and prepares reports for circulation; maintains mailing list and membership rosters for meetings.

11. Coordinates a variety of meetings including video and teleconferences and ensures follow-up actions are communicated to individuals responsible.

12. Develops, organizes and maintains professional graphical presentations, including presentations given to groups outside of the organization.

13. Coordinates the delivery of the department's activities related to established priorities and in compliance with IMIT standards and best practices.

14. Organizes workflow and determines priorities to meet needs and requirements of the assigned area, resolves day to day problems and evaluates operating procedures of assigned area.

15. Maintains and ensures IMIT information held on share-points is well structured, up to date, secure and accessible.

16. Liaises with administration from across the organization and within Quality Systems, and coordinates the activities of the working groups in IMIT with stakeholders within Quality Systems and throughout VIHA in relation to the decision making process within the department.

17. Communicates and provides information to internal and external contacts including information on IMIT and Quality Systems' policies and procedures, exchanging factual information and answering routine questions.

18. Represents the department as required on internal and external committees.

19. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a two-year diploma in Health Information Science or a related discipline and at least five (5) years' experience in progressively more responsible administrative roles.

Skills And Abilities

- Experience in one or more of the areas of IMIT, problem analysis, secretarial experience, and data analysis and tracking.
- Demonstrated superior organizational and time management skills.
- Ability to conduct data analysis and tracking.
- Demonstrated analytical and problem solving skills.
- Excellent oral and written communication skills.
- Demonstrated ability to establish and maintain good working relationships with maturity, tact and discretion.
- Ability to work effectively under pressure and with changing priorities and deadlines.
- High degree of proficiency with standard office computer applications such as Microsoft Word, PowerPoint, Excel, Visio, SharePoint, MS Project and database software. Knowledge and experience using innovative tele- and video-conferencing systems to support engagement across significant geography.
- Physical ability to carry out the duties of the position.