NON-CONTRACT ROLE DESCRIPTION

JD6209

ROLE TITLE:	Project Lead, Health, Safety and Prevention	**ROLE DESCRIPTION NO.:**	6209
DEPARTMENT:	Health, Wellness, Safety and Ability Management	**HEABC REFERENCE NO.:**	18721906
REPORTING TO:	Manager, Health, Safety and Prevention	**HSCIS CODE:**	03099
CLASSIFICATION:	NCEC/Range 7	**JOB CODE:**	91890

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 Project Lead, Health, Safety and Prevention leads a variety of regional and/or provincial OH&S projects related to workflow improvement, system optimization, and knowledge transfer within the assigned Health, Wellness, Safety and Ability portfolio. Working in collaboration with internal and external interest holders such as Health Authority Leadership, Unions, WorkSafeBC, Ministry of Health, identifies needs, evaluates, and recommends standards that help meet process and quality improvement objectives.

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

DUTIES AND RESPONSIBILITIES:

1. Leads Health, Safety, and Prevention related projects and functions as a resource for management teams to ensure that processes, workflow and implementation of changes achieve the desires outcomes.

2. Develops, implements and evaluates technical solutions and processes ensuring alignment with departmental and clinical objectives and provincial mandates. Ensure current evidence-based practice is incorporated with change management methodologies.

3. Develops and leads an education and training strategy related to projects including online learning opportunities; provides consultation, education, and interpretation of various guidelines and processes to leaders across Island Health.

4. Within the local and/or provincial context, gathers business requirements, leads working groups to identify common challenges, and assesses and identifies needs in consultation with interest holders.

5. Develop project plans that outline improvement timelines and deliverables; ensure completion and coordination of assigned initiatives.

6. Leads and participates in quality assurance reviews; develops and/or recommends tools and mechanisms to measure, monitor and evaluate progress and education outcomes; provides support to those with operational accountability in the design and/or redesign of processes, systems and tools.

7. Work in collaboration and consultation with key interest holders, internal and external to Island Health.

8. Produce regular reports on the status of various initiatives for review and follow-up.

9. Provide leadership to assigned project teams and represents initiatives on a variety of committees as required.

QUALIFICATIONS:

Education, Training And Experience

Bachelor's degree in health care related discipline plus a minimum of five (5) years recent, related project management or process improvement experience within an occupational health and safety, infection control or public health setting, or an equivalent combination of education, training and experience.

Valid Class 5 Drivers license.

Skills And Abilities

- Ability to lead, plan, implement and manage assigned projects
- Detailed knowledge of project management principles and methodologies
- Ability to analyze complex issues and develop recommendations
- Demonstrated analytical and critical thinking skills, including statistical analysis and program evaluation
- Demonstrated leadership, facilitation, interpersonal and change management skills to engage diverse partners and foster endorsement for new initiatives
- Ability to develop, facilitate and evaluate educational programs
- Knowledge of communicable disease, exposure prevention and management principles and practices
- Knowledge of employee health and wellness principles and practices
- Ability to operate related equipment, including computer hardware and software
- Working knowledge of relevant regulations and legislation and their applicability to a health care environment
- Physical ability to perform the duties of the position