

## JOB POSTING

<b>Position Title:</b>	Business Analyst
<b>Department:</b>	Evidence Development and Standards
<b>Reports To:</b>	Manager, Operations
<b>Location:</b>	Toronto
<b>Status:</b>	Regular Full-Time
<b>Posting Period:</b>	June 5-June 19, 2018
<b>Competition Number:</b>	2018-090

Health Quality Ontario is the provincial advisor on the quality of health care. With the goal of excellent care for all Ontarians, Health Quality Ontario reports to the public on how the system is performing, develops standards for what quality care looks like, evaluates the effectiveness of new health care technologies and services, and promotes quality improvement aimed at sustainable positive change. Visit [www.hqontario.ca](http://www.hqontario.ca) for more information.

### THE OPPORTUNITY

Reporting to the Manager of Operations, the Business Analyst will work in collaboration with teams within the Evidence Development and Standards branch and across Health Quality Ontario to deliver on health technology assessment and quality standards projects. The individual will also work with external partners and stakeholders.

The Business Analyst will contribute to the planning, coordination, production and evaluation of producing high-quality reports that support Health Quality Ontario's mandate of promoting health care that is supported by the best available evidence. With the support of a cross-functional team, the Business Analyst will support the development and execution of project plans as well as develop and maintain process and project documentation to ensure effective and efficient project delivery. This is a multi-faceted position requiring excellent verbal and written communication, external partner engagement, and strong project management skills.

### WHAT CAN I EXPECT TO DO?

#### Project Management:

- Working closely with the Project Managers, develop project charters, schedules, plans, risk and issue logs and other project documentation
- Support teams in effectively planning projects from initiation to close, with a focus on integrated internal coordination
- Monitor project progress and project risk; determine overall impact of risks and identify resolutions, escalate to Manager, and implement contingency plans once approved by Manager
- Develop tools, templates, and other documentation to support advancement of project management practices to support project needs
- Support or facilitate effective internal project meetings, as well as develop agendas, prepare materials, and take minutes

- Coordinate change control procedures to facilitate compliance with standards and best practices
- Support and coordinate the planning and development of advisory committees
- Plan and support meetings with external partners, including documentation to support the governance of these meetings
- Coordinate activities for report implementation and production release, ensuring compliance with standards and procedures, including internal HQO approvals process and translation requirements, when applicable
- Coordinate post-implementation support activities, ensuring operational documentation and system support plans are in place and maintaining and archiving core project documents
- Support compliance with Project Management Office and organizational methodologies, templates, and processes

### **Relationship Management:**

- Develop relationships with Manager and Project Managers to ensure project plan deliverables are effectively coordinated and issues are resolved
- Develop strong relationships with colleagues across the organization to understand business and operations activities
- Communicate project status effectively to relevant partners, anticipating their information needs
- Work with external and internal partners to ensure delivery of services or products to defined standards, within the defined time

### **HOW DO I QUALIFY?**

To be considered for this opportunity, you will have:

#### **Education:**

Undergraduate degree in Business Administration or Health-Related Discipline (Health Sciences, Health Informatics, Health Administration or equivalent) with Project Management experience.

#### **Experience:**

2 years' related work experience in a Project Coordinator or equivalent role, 4+ years' related work experience in a Project Coordinator or equivalent role preferred

#### **Key Competencies:**

- Strong organizational skills
- Sound knowledge of analysis, problem solving, and structured approaches to identifying solutions
- Excellent MS Office Suite skills, in particular Outlook, Word, PowerPoint, Visio and Excel, as well as MS SharePoint and MS Project. Skype for Business
- Proven ability to respond to a wide variety of issues and deal with unclear situations and conflicting demands
- Excellent judgment in setting priorities, identifying issues, and determining action required; adept at balancing major concurrent tasks and projects
- Ability to work autonomously within the overall context of a project group
- Strong communication skills (written and oral) with internal and external partners

## Key Organizational Competencies:

- **Think Strategically:** Think broadly to build long-term success; understand health care system impacts and maintain internal alignment.
- **Develop People:** Grow leadership capacity by investing time and resources to attract, retain and develop people. Build skills.
- **Be Agile:** Quickly respond to and shape an ever-changing health care system. Adapt, navigate and thrive in changing circumstances.
- **Act as One Organization:** Align on and build consistent business processes; set standards to ensure effective, quality health care delivery.
- **Nurture Partnerships and Relationships:** Cultivate effective and influential working relationships (internal and external) and collaborate to achieve mutually beneficial goals. Work effectively across the system.
- **Build Credibility:** Take personal ownership for delivering results and adding value in every interaction. Continually earn our place as a critical player in the Health Care landscape.

*Qualified applicants are invited to submit a covering letter and resume to [HQORes@hqontario.ca](mailto:HQORes@hqontario.ca) by 4:30 p.m. on the closing date, quoting the above competition number as well as your name. We thank all candidates for their interest, however, only those selected for an interview will be contacted.*

*Health Quality Ontario is committed to meeting the needs of all individuals in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Should you require accommodations during the recruitment and selection process, please contact Human Resources*

*For additional information on Health Quality Ontario, please visit our website at [www.hqontario.ca](http://www.hqontario.ca).*