

JOB POSTING

Position Title:	Compliance & Records Specialist
Department:	Corporate Services
Reports To:	Director, Corporate Planning & Project Management
Location:	Toronto
Status:	Temporary, Full-Time (4 Month Contract)
Posting Period:	May 4 – Until Filled
Competition Number:	2018-080

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 for more information.

THE OPPORTUNITY

Join our Corporate Services team in the dynamic and challenging role of Compliance and Records Specialist. This role will work across the organization to establish sustainable practices for records management, compliance, privacy and policy development. These are important corporate functions for an organization that has grown over the past few years and you will leverage your experience and expertise in these areas to advance practices across the organization. This position reports to the Director, Corporate Planning & Project Management.

WHAT CAN I EXPECT TO DO?

As part of the Corporate Services team:

- Identify opportunities for program improvement and with the Corporate Services team identify a path forward
- Provide advice on the latest practices related to privacy, compliance and records management
- Take a risk management approach to assessments and improvement opportunities
- Develop strong, collaborative working relationships with peers and associates across the organization to understand activities and issues and to identify opportunities to leverage resources, share information, and collaborate on initiatives and influence outcomes

Compliance and Privacy:

- Building on the organization's compliance activities, ensure implementation of identified improvement opportunities
- Establish process for regular compliance checks
- Work with third-party vendor(s) to advance organization's compliance activities
- Ensure the organization's policy and procedures for program are up to date
- Implement a process to conduct regular privacy compliance checks across the organization and help triage issues

Records Management:

- Develop sustainable procedures that will ensure adherence to records management policies
- Assess the organization's infrastructure support to manage records and make recommendations for improvement
- Ensure the organization's practices are relevant for paper and digital records, and support the transition to a fully digital practice
- Ensure the organization's policy and procedures for records management are up to date

Policy Development:

- Maintain and monitor the organization-wide policy roadmap, including implementation of a comprehensive policy catalogue and update/review schedule.
- Work with program areas to develop new policies or update policies as required

HOW DO I QUALIFY?

To be considered for this opportunity, you will have:

Education:

- Required: Bachelor's degree or equivalent in a related field
- Preference for Master's degree in Business Administration, Health Administration, Library Sciences or a related equivalent field

Experience:

- Required: 7+ years of records, compliance, privacy and/or policy development work experience
- Preferred: Industry experience in public sector

Key Competencies:

- Excellent written and verbal communication skills
- Able to understand policy and governance documents and decipher them for team consumption
- Ability to use influence and persuasion rather than formal authority to gain support for corporate changes and improvements
- Ability to chart a clear course and make sustained progress, compromising where necessary on ways and means but not on principles or objectives

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, quoting the above competition number as well as your name. Resumes will be reviewed 10 days after posting and will continue to be reviewed until the position is filled. 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.