

TORONTO EAST HEALTH NETWORK

POSITION DESCRIPTION

Position Title: Strategic Business Analyst/Administrative Resident

Department: Executive Offices

Immediate Supervisor: VP, Programs

1. POSITION OVERVIEW:

The Strategic Business Analyst/Administrative Resident will be actively engaged with members of the executive team and senior management including the Chief Executive Officer, Chief of Staff, Chief Financial Officer, Vice Presidents and Directors to facilitate the completion of projects that support Michael Garron Hospital's strategic priorities. The Strategic Business Analyst/Administrative Resident is responsible for planning and managing the delivery of assigned projects including developing a project plan and translating it into detailed implementation plans and activities. Many projects assigned to the Strategic Business Analyst/Administrative Resident are high-priority, time-sensitive and can be completed during the residency. The nature of each project is time-dependent but may include the development of business cases, strategic plans, and implementation strategies for administrative and clinical programs where the Strategic Business Analyst/Administrative Resident will work alongside administrative and/or clinical staff members.

2. HIGHLIGHTS OF THE STRATEGIC BUSINESS ANALYST/ADMINISTRATIVE RESIDENT POSITION:

- The Strategic Business Analyst/Administrative Resident has the opportunity to be involved in wide range of projects that are both clinical-focused and corporate-focused according to the Strategic Business Analyst/Administrative Resident's learning objectives
- The Strategic Business Analyst/Administrative Resident will be exposed to a variety of issues in healthcare related to hospital operations and planning, Ontario Health Teams planning, and include frequent interaction with program directors, clinical leadership and the executive team.
- The Strategic Business Analyst/Administrative Resident will understand the functions of various levels of hospital administration and how they relate to one another to deliver patient care
- The Strategic Business Analyst/Administrative Resident will have opportunities to accompany members of the executive team in meetings on-site and off-site (e.g. at the Ministry of Health, Ontario Health, etc.) as available

- The Strategic Business Analyst/Administrative Resident will have opportunities to develop their skills in:
 - Business case writing
 - Leading and managing projects
 - Facilitating meetings with staff from various disciplines
 - Presenting to governance level, executive level, and clinical level stakeholders
 - Establishing rapport with a variety of administrative and clinical hospital staff
 - Healthcare leadership by observing a variety of effective leadership styles

3. PRIMARY RESPONSIBILITIES:

- Works with project sponsor(s) to conduct preliminary analysis and identify scope of each project
- Identifies and engages project stakeholders
- Develops project plans for each project
- Presents project proposals to the Executive Team and/or hospital committees
- Executes project plans and liaises with internal and external stakeholders to manage scope, deliverables and other matters related to the project
- Anticipates problems and implements strategies for corrective action as needed
- Where necessary and appropriate, seeks advice and guidance from experts either within or outside the organization
- Escalates issues and problems as necessary to the Project Sponsor(s) and/or Project Steering Committee

4a. EDUCATION:

- Working towards a graduate degree in a relevant health related discipline or Business Administration

4b. EXPERIENCE:

- Experience with projects having a significant focus on health care and defined deliverables would be an asset
- Demonstrated knowledge of and experience with the development and maintenance of project management
- Proven ability to achieve results on time and within budget
- Highly developed facilitation, consultation and negotiation skills; strong time management
- Strong knowledge of the health care industry and work experience with health care and not for profit environments would be an asset
- Strong interpersonal skills and ability to work collaboratively with all levels within the organization
- Strong written, verbal and presentation skills

- Strong leadership skills and experience taking the lead in multidisciplinary teams
- Demonstrated ability to collaborate with a highly skilled interdisciplinary team
- Experience successfully working independently with minimal supervision