

**CAREER OPPORTUNITY**

No. CEO2202

**Position Title** : Sr. Analyst - X 1 FT  
**Department** : Workforce Optimization & Engagement  
**Start Rate** : As per Job Evaluation  
**Position Available** : 4/Apr/2022 **End Date:**  
**Hours** : 37.50 **/wk**  
**Shift** : 8 hrs Days

**Our diverse staff is our most valued resource. Compassion, Integrity, Courage and Accountability are the values that set Michael Garron Hospital apart.**

**Position Overview:**

The Senior Scheduling and Workforce Analyst actively facilitates the scheduling processes and acts as scheduling system administrator at Michael Garron Hospital, with the goal that all areas are adequately staffed in an operationally safe and cost-efficient manner at all times. To do so, the Senior Scheduling and Workforce Analyst provides analytic and strategic support to units to understand their staffing model, project their workforce needs, design optimized master rotations that meet operational needs, and monitor overall performance. The Senior Scheduling and Workforce Analyst functions collaboratively with teams across Michael Garron Hospital to ensure adherence to appropriate collective agreements, scheduling policies and models of care.

**Workforce Design:** The Senior Scheduling and Workforce Analyst proactively supports unit managers and schedulers to establish and maintain effective staffing models for delivery of service in their specific units or departments. In addition, this position ensures optimal use of relief staff and offers approaches to the workforce full time, part time and casual mix.

**Scheduling:** The Senior Scheduling and Workforce Analyst also provides consultation and support to managers and schedulers in rotation management techniques to optimize resource utilization. This position is responsible to analyze current rotations and to work with managers and schedulers to review, plan and build optimized rotations. This position facilitates change, advises on best practice and liaises with various stakeholders to achieve optimal results.

**Analytics and Reporting:** This position provides decision support to managers through accurate and quantitative workforce utilization data and identifies opportunities and practical options for staffing model efficiencies and improvements. Using these data, this position supports managers in addressing staffing model and unit/department-level workforce planning challenges including overtime, sick leave, and leave management planning.

**System Administration:** The Senior Scheduling and Workforce Analyst is jointly responsible for the training and ongoing education of ANSOS users, including a group of super users. Analysis and reporting on strategic and ad hoc metrics is also required to support decision making across MGH.

**Education:**

- Bachelor's degree required (Engineering, Business Administration, Computer Science, Mathematics or Analytics preferred).
- Master's degree in above or similar field and/or healthcare related certifications are an asset.

**Qualifications/Experiences:**

- Minimum 2 years scheduling experience in a unionized acute care setting is preferred.
- Demonstrated proficiency of analytical skills and knowledge of analytical software (e.g. Microsoft Excel and other statistical software) required.
- Advanced proficiency with Microsoft Excel (Power Query) and Power BI strongly preferred.
- Experience with process design utilizing Microsoft 365 (SharePoint, Forms, Power Apps) strongly preferred.
- Knowledge of ANSOS or other electronic scheduling systems an asset.
- Experience building and optimizing schedules and master rotations preferred.
- Experience working with Labour Relations to interpret and implement Collective Agreements.
- Financial or statistical analysis skills an asset.
- Project management or business process re-engineering experience preferred.
- Proven abilities to develop and maintain orientation programs, job descriptions, work methods, service standards and guidelines.
- Experience training adults an asset.
- Self-directed; demonstrated ability to work collaboratively with others.

- Proven leadership and team building skills to develop and encourage staff to effectively perform and deliver excellent results.
- Excellent interpersonal and communication skills both verbal and written.
- Proven decision making, negotiating, conflict resolution and problem-solving skills.
- Demonstrated ability to manage conflicting priorities and confidential data.
- Good work and attendance record required.
- All employees of Michael Garron Hospital (MGH), a division of Toronto East Health Network (TEHN) [formerly Toronto East General Hospital (TEGH)] agree to work within the legislated practices of the Occupational Health and Safety Act of Ontario.
- All employees of MGH are responsible to contribute to a transparent culture of patient and staff safety by adhering to and abiding by patient and staff safety policies and procedures set by MGH.
- All employees are accountable for protecting the psychological health and safety of themselves and their co-workers through adherence to MGH's policies and practices.
- Currently all staff, professional staff, volunteers and learners at MGH are required to provide proof of full vaccination with a COVID-19 vaccine, with the exception of those who have an approved medical exemption or accommodation.

**Employees interested in the above position are requested to complete an Internal Application Form F-525 and submit it to Human Resources along with the most recent resume prior to the closing date and time indicated in order to be considered for this position.**

**Michael Garron Hospital fosters an inclusive and diverse work environment. We are committed to providing accommodations for applicants upon request at any stage of the recruitment process. Should you require an accommodation, please let us know how we can work with you to meet your needs.**

Posted 15/Mar/2022 at 10:00 a.m.

Closing Date 22/Mar/2022 at 10:00 a.m.

**(PREFERENCE IS GIVEN TO THE INTERNAL APPLICANTS)**

Note Human Resources Department Hours:

0730hrs-1600hrs Monday - Friday