



Provincial Job Description

TITLE:
(206) Informatics Coordinator

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Plans, develops and implements strategies and solutions to address Strategic Health Information and Planning Services (SHIPS) and other region informatics needs.

QUALIFICATIONS:

- ◆ Bachelor of Science degree in Health Information

KNOWLEDGE, SKILLS & ABILITIES”

- ◆ Advanced computer skills
- ◆ Advanced statistical and analytical skills
- ◆ Interpersonal, organizational and communication skills
- ◆ Valid drivers license, where required by the job.

EXPERIENCE:

- ◆ **Previous:** Twenty-four (24) months previous experience in the development and implementation of a major project in informatics, working with large data sets, bio-statistical analysis and project management.

KEY ACTIVITIES:

A. Strategies / Solutions Planning

- ◆ **Researches and maintains currency of knowledge in the area of informatics management.**
- ◆ **Assists with data analysis design and preparing data for analysis.**
- ◆ **Maintains current data on provincial and federal informatics initiatives.**
- ◆ **Mediates and facilitates the development of information management principles, policies, procedures and standards.**
- ◆ **Resolves and/or prevents problems through research and analysis of issues and the recommendation of viable solutions.**
- ◆ **Consults with vendors regarding hardware and software products.**
- ◆ **Develops a regional enterprise architecture data plan through teamwork and consultation.**

B. Promotion of Informatics Management Concepts

- ◆ **Establishes and maintains effective working relationships with regional management, researchers, outside agencies and staff.**
- ◆ **Presents and discusses informatics management principles and concepts to technical and non-technical people.**
- ◆ **Builds acceptance to change regarding the way information is generated, managed, shared and used.**

C. Project Management

- ◆ **Plans, prioritizes and oversees (including project schedules and budgets) multiple concurrent projects.**
- ◆ **Provides options and guidance as to how solutions are found for gathering data.**
- ◆ **Establishes communication and reporting plans.**
- ◆ **Mediates and resolves issues and problems.**

D. Develop Business Proposals

- ◆ **Verifies scope, goals, objectives and parameters.**
- ◆ **Researches feasible alternatives.**
- ◆ **Identifies tasks and resources necessary to carry out recommended options.**
- ◆ **Develops impact assessment and benefit analysis, timelines, resource plans and budgets.**

E. Support Data Analysis for SHIPS Department

- ◆ **Assists researchers and analysts to define their data requirements.**
- ◆ **Negotiates access to data sources.**
- ◆ **Advises or assists in developing data extraction procedures and queries.**
- ◆ **Participates in data analysis on selected projects.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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