Provincial Job Description

TITLE:
(206) Informatics Coordinator

PAY BAND:
15

FOR FACILITY USE:

SUMMARY OF DUTIES:

Plans, develops and implements strategies and solutions to address digital health needs.

QUALIFICATIONS:

♦ **Bachelor of Science degree in Health Information**

KNOWLEDGE, SKILLS & ABILITIES"

♦ **Advanced computer skills**
♦ **Problem solving skills**
♦ **Advanced programming skills**
♦ **Advanced statistical skills**
♦ **Advanced analytical skills**
♦ **Interpersonal skills**
♦ **Organizational skills**
♦ **Communication skills**
♦ **Valid driver's license, where required by the job.**

EXPERIENCE:

♦ <u>**Previous:**</u> **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. <u>Strategies / Solutions Planning</u>

♦ **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.**
♦ **Develops an enterprise architecture data plan through teamwork and consultation.**
♦ **Assists, implements and validates application upgrades.**
♦ **Assists with the development of SQL scripts.**

B. <u>Promotion of Informatics Management Concepts</u>

♦ **Establishes and maintains effective working relationships with 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.**
♦ **Designs, develops and implements report solutions.**
♦ **Analyze, translate and document business needs into reporting requirements.**
♦ **Supports building corporate analytics, reporting and dashboards.**

C. <u>Project Execution</u>

♦ **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. <u>Develop Business Proposals</u>

♦ **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. <u>Data Analysis</u>

♦ **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.

Validating Signatures:

CUPE: *SEIU:*

_____   _____

SGEU: *SAHO:*

_____   _____

Date: September 13, 2023