



# 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 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**

This document was created with Win2PDF available at <http://www.daneprairie.com>.  
The unregistered version of Win2PDF is for evaluation or non-commercial use only.