



The Rehabilitative Care Alliance is seeking an experienced **Senior Business Analyst** to join the secretariat team on a full time, permanent basis.

BACKGROUND

Funded by Ontario's 14 LHINs, the Rehabilitative Care Alliance (RCA) works with partners across the province to strengthen and standardize rehabilitative care in Ontario through better planning, improved performance management and evaluation, and increased integration of best practices across the care continuum.

Our initiatives support the ongoing efforts of LHINs and health service providers to enhance outcomes for people receiving rehabilitative care while using health system resources more efficiently and effectively. RCA work is guided by available evidence and data and by the active participation of LHINs, rehabilitative care providers, subject matter experts and patient and family representatives. RCA initiatives align with Ontario's health system objectives and other province-wide initiatives including Patients First, Health Service Funding Reform and Quality-Based Procedures.

The Alliance reports to a provincial steering committee and is supported by a small secretariat that works collaboratively with clinical and administrative stakeholders from across the province to lead a variety of provincial initiatives. For more information regarding provincial initiatives of the RCA, visit www.rehabcarealliance.ca.

LOCATION: The secretariat office is located in downtown Toronto. Almost all meetings are conducted via teleconference and webinars. If the successful candidate for this position lives within the GTA she/he may work out of the secretariat office and if not, may work out of a home office with possible travel to Toronto as required for in-person meetings.

START DATE: **MAY 2018**

REPORTING TO: Executive Director and Project Manager(s)

POSITION SUMMARY:

In collaboration with relevant task groups and secretariat staff, the Senior Business Analyst supports the implementation of RCA initiatives, under the direction of the Project Manager and Executive Director. The Senior Business Analyst will contribute to the planning, coordination, management, and evaluation of Rehab Care Alliance initiatives and related projects. The Senior Business Analyst is responsible for developing processes to ensure successful project planning and implementation, supporting development of work plans, and performing administrative and cross-functional duties consistent with the job description, as requested.

The Senior Business Analyst will work both independently and in project teams. Based on the assigned project(s), the designated Project Manager supervises the Senior Business Analyst on a day-to-day basis; however, the Senior Business Analyst formally reports to the Executive Director of the RCA.

This position will support multiple projects within rehabilitative care, system programs and the incumbent may be assigned to other files based on organizational needs.

The ideal candidate possesses superior skills in research, analysis, stakeholder engagement, writing and project management to successfully deliver on designing, planning and executing initiatives related to the provincial rehabilitative care work plan.



RESPONSIBILITIES

Responsibilities include (but are not limited to):

- Conduct health care and health system focused research including environmental scans, literature reviews, analysis and knowledge translation of quantitative and qualitative data and leading practice research.
- Coordinate stakeholder engagement activities, including agenda setting, preparation of materials for presentation/input, recording stakeholder feedback, synthesis of input to support completion of project deliverables.
- Developing process maps, models, plans and other documentation to help internal team and external stakeholders better understand core concepts related to deliverables.
- Plan and conduct meetings via webinar, conference calls and in-person with relevant stakeholders.
- Draft and refine various organizational documents and other publications, including briefing notes, email communications, toolkits and guidelines.
- Ensure timely, accurate and thorough completion of deliverables of assigned projects.
- Participate in all team meetings, working closely with the Project Manager and the team, to ensure teams are abreast of project performance and risks.
- Accountable for development and oversight of work plan activities.
- Other duties as assigned.

JOB REQUIREMENTS

Education:

- Undergraduate Degree required in Business or Health Administration, a healthcare profession, or related field or recognized equivalent.
- Masters of Health Policy, Health Science, Health Administration, Public Health, Business Administration or related field, desirable.
- Regulated health profession designation, preferred.
- Project Management certification or training is considered an asset.

Experience:

- Three to five years of health care project experience, required.
- Experience developing business and technical documentation for public audiences, such as toolkits, policy guides, etc., required.
- Stakeholder engagement experience, required.
- Expert in Microsoft office applications, including MS Outlook, Excel, Access, Word, required.
- Quality Improvement or related experience, preferred.
- Health care project experience or experience with a provincial, publicly-funded organization, preferred.
- Solid foundation of project management knowledge and expertise, preferred.
- Data quality improvement experience along with report development/validation, preferred
- Experience with business intelligence software (PowerBI), desirable.

Additional Skills/Abilities Required:

- Excellent analytical and reporting skills, problem solving, and negotiation skills.
- Excellent organizational skills and an ability to monitor and ensure project deliverables are completed accurately and on time.
- Excellent verbal and written communications skills.
- Ability to take initiative and embrace challenges.



- Ability to work accurately to meet tight deadlines.
- Ability to work independently and as a team member.
- Computer literacy, preferably in a Microsoft Office environment, with an aptitude for learning new computer applications quickly.
- Adherence to confidentiality policy for sensitive data and information.
- Familiarity and experience working with various information systems and applications.
- Basic data analysis and reporting skills.
- Excellent ability to facilitate conversations, openness to various opinions, perspectives and input, ability to analyze and synthesize discussions into written documents and actions.

This position offers a competitive salary and benefits under UHN as the host organization.

Any questions may be directed to Charissa Levy, Executive Director.

Applications will be reviewed as they are received until the position is filled.

Only candidates selected for an interview will be contacted.

Resumes with cover letter may be submitted to:

Charissa Levy, Executive Director
Rehabilitative Care Alliance
Email: charissa.levy@uhn.ca