

JOB TITLE: Project Coordinator – Level 2

DATE POSTED: March 4, 2010 **CLOSING DATE:** March 15, 2010

REPORTS TO: Director, Clinical Services Development & Organization

DIVISION / DEPARTMENT: Planning, Integration & Community Engagement

LOCATION: Markham

PLEASE RESPOND TO: central@lhins.on.ca

PRIMARY PURPOSE:

Responsible for providing technical planning support and expertise in the analysis of data and information that assists in determining the local health-care system plans and priorities. Conducts research and analysis for planning initiatives, contributes to recommendations, and makes recommendations on less complex projects.

KEY ACCOUNTABILITIES:

1. Initiates, plans, conducts research on, and provides input to planning priorities and a variety of special projects at the direction of senior staff.
2. Participates in and contributes to provincial and inter-LHIN planning activities.
3. Under supervision of senior staff, or their delegates, conducts research and analysis for LHIN projects; as requested, synthesizes, integrates and consolidates materials to prepare first draft documents and/or reports.
4. Stays abreast of best practices and methodologies in health-care planning to identify and recommend best planning approach.
5. Supports preparation of documents, spreadsheets, presentations and reports as required by the leads or director.
6. Maintains common systems or databases related to the work of the team, as assigned by director.
7. Coordinates and liaises with MOHLTC and other LHINs representatives on questions/issues/opportunities as identified by the Senior Lead.
8. Undertakes communications with LHIN stakeholders, as requested by functional leads or senior staff.
9. Assists, the team administrative assistant with team travel arrangements, event planning & setup, some maintenance of common team appointments, and director's schedule..
10. Manages logistics for assigned initiatives, including meeting planning, invitations, minute taking, location set up, catering requirements and video/teleconference set-up and support
11. Under supervision of senior staff, implements less complex initiatives.
12. Other duties as assigned.

POSITION REQUIREMENTS:

Education:

- Post-secondary training/degree in health administration, health planning, business administration, research or relevant field.

Experience:

- Previous experience in carrying out technical research, analysis and planning initiatives, in the health-care sector.
- Proven ability to apply multiple planning and analysis methodologies and make effective recommendations.
- Understanding of the Ontario health-care system and issues.
- Excellent written communications and presentation skills; able to conduct analyses of data and prepare clear reports and presentations which support effective decision-making and priority-setting.
- Excellent oral communications skills; able to explain complex technical information to superiors, colleagues and stakeholders.

NATURE AND SCOPE:

- **Interpersonal Contacts:** Internally, communicates with employees throughout the organization to present, discuss information and problems related to undertaking the priority setting analysis and health planning functions. Externally, communicates directly with various stakeholders to obtain and exchange the information required by the planning group to perform their analytical work, and gains consensus and agreement on the needs, priorities and integration plans and initiatives.
- **Level of Responsibility:** The position provides a technical and support role in the modeling, sustainable improvement, priority-setting analysis and health planning and integration. Works closely with Planners, Senior Planners, and other LHIN staff to develop and track progress of work plans and priorities.
- **Decision-Making Authority:** The position provides critical analytical work to inform and support key decisions related to priority setting and health planning and integration.
- **Physical and Sensory Demands:** Minimal demands typical of a technical and support role in an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions associated with a technical and support position within an office environment.