



# Interlake–Eastern Regional Health Authority

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## POSITION DESCRIPTION

**POSITION TITLE:** PERFORMANCE AND BUSINESS ANALYST  
**DEPARTMENT:** QUALITY, PATIENT SAFETY & ACCREDITATION  
**CLASSIFICATION:** NON-UNION  
**UNION:** OUT OF SCOPE

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** REGIONAL LEAD QUALITY PATIENT SAFETY & ACCREDITATION

**POSITIONS SUPERVISED:** N/A

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## POSITION SUMMARY

Reporting to the Regional Lead Quality Patient Safety & Accreditation, the Performance and Business Analyst is responsible for the collection analysis and presentation of quantitative and qualitative data to support planning processes in the region. A key function is to provide guidance and support for the planning and evaluation of clinical programs and services, including the development and monitoring of performance indicators. The incumbent will develop strategic, operational and capital plans, supported by data that complies with provincial policies and standards. The Performance and Business Analyst functions in a manner consistent, with and supports the mission, vision and values of the Interlake – Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

### Data Analysis and Reporting

- Deciphers, prepares and analyzes data to support decision support functions.
- Uses a variety of data analyses and reporting methods to promote interpretation and understanding of available data.
- Collaborates with regional and provincial counterparts to ensure consistency of data elements and data collection methodologies.
- Collaborates with the Decision Support Team to ensure consistent and accurate interpretation and monitoring of regional and provincial data needs.

### Planning Processes

- Deciphers, prepares and analyzes data to support ongoing regional population health needs assessment (Community Health Assessment (CHA)), including preparation of indicators for reports, editing and formatting.
- Participates in the interpretation of CHA findings and development of tools to assist staff and community stakeholders in using population health information.
- Assists in the preparation of Strategic planning
- Assists in the preparation of Annual Operational planning.

- Assists with preparation of the Annual Report and Public meeting.
- Compilation and synthesis of regional data needs (e.g. patient experience, provincial clinical specialty teams, staff surveys, etc.).
- Assists with regional program audit and evaluation needs.

#### **Education, Research and Project Management**

- Maintains current knowledge of data management practices, identifying personal developmental and/or learning needs and participating in appropriate educational activities.
- Acts as an educational resource to mentor and to support organizational staff in data related training.
- Creates and maintains a project work plan and proactively manages issues and changes to scope to ensure that objectives are achieved according to timelines.
- Review relevant internal and external reports as required.

#### **Communication**

- Maintains and facilitates ongoing constructive communications and working relationships.
- Facilitates decision-making, conflict resolution and negotiation between all stakeholders.
- Assists with facilitation of workshops as assigned.
- Participates on regional and provincial working groups as assigned.

#### **OTHER**

- Performs other duties as assigned.

### **QUALIFICATIONS**

#### **EDUCATION/CERTIFICATION:**

- Post-secondary education in Accounting, Management, Economics, Health or Social Sciences from an accredited educational institution.
- Additional certification in health leadership, Lean Six Sigma and/or business improvement related methodologies and analyses are considered assets.

An equivalent combination of education and experience relevant to the position may be considered.

#### **REQUIRED KNOWLEDGE:**

- Working knowledge of the following computer programs: word processing (Word); databases (Access, Sequel); spreadsheets (Excel); presentations (PowerPoint); internet; intranet; email required.
- Knowledge of program planning and evaluation.

#### **EXPERIENCE REQUIRED:**

- Minimum five years of experience in the health care field including:
  - Leading business performance management and planning services functions, and providing measurement, business case modeling, reporting and performance management intervention advice
  - Leading strategic and operational planning processes in partnership with the board of directors and executive management
  - Establishing and delivering a performance-based management reporting system
- Experience working with healthcare information in a computerized environment.
- Experience in designing and managing large databases preferred.

**SKILLS/COMPETENCIES:**

- Valid Manitoba drivers license.
  - Mental and physical ability to meet the demands of the position.
  - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
  - Proficiency of both official languages is essential for target and designated bilingual positions.
  - Completes and maintains a satisfactory pre-employment security check.
  - Satisfactory employment record.
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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - Will be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's' Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: October 5, 2023  
Date


Revised: Click or tap to enter a date.  
Date

Approved by:

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Regional Manager/ Supervisor


Click or tap to enter a date. Date

Approved by:

  
\_\_\_\_\_  
Regional Lead/ CEO

Click or tap to enter a date. Date

Reviewed by:

  
\_\_\_\_\_  
Regional Lead, Human Resources

November 8, 2023  
Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*