

JOB TITLE: Senior Consultant – Lead, Project Coordination Office
DATE: August 26, 2010
REPORTS TO (job title): Director, Program Development
DIVISION/DEPARTMENT: Program Development
LOCATION: Toronto Central LHIN

The Toronto Central LHIN is one of 14 crown agencies corporations across Ontario mandated through the Local Health Services Integration Act to plan, integrate and fund local health services. Our job is to work with the Ontario government, local health service providers, community agencies, residents and others to ensure a well coordinated system of health services.

As a key member of the Program Development team, the incumbent will play an important role in translating LHIN goals, objectives and strategies into tangible and achievable programs. Using health data, information, research and best practice, you will be responsible for identifying gaps in the local health care system, developing evidence-based programs to address those gaps, and establishing methodologies and mechanisms to evaluate outcomes.

The successful candidate will possess a master's degree or have equivalent experience and education in health information, epidemiology, business/public administration or similar field, coupled with five plus years' related experience, including working in a health service provider organization.

To learn more about this exciting opportunity, please refer to the job description below.

PRIMARY PURPOSE:

The incumbent participates in the establishment of LHIN priorities, goals, objectives and strategies and implements evidence-based program development initiatives to ensure that these are achieved.

KEY ACCOUNTABILITIES: - Senior Consultant

1. Translate LHIN priorities into tangible and achievable programs. Ensure alignment with LHIN and provincial strategies and using evidence-based decision making tools and methodologies. Support the development, management, and implementation of portfolio goals, objectives, strategies, work plans and deliverables. Ensure that the work within the portfolio is in accordance with the *Local Health System Integration Act 2006*, management directives, LHIN policies and procedures and other guidelines.
2. In consultation with the Community Engagement and Corporate Affairs, Performance Measurement and Performance Management portfolios and through the analysis of data and research, support the identification of gaps in the local health care system as they relate to provincial strategic priorities.

3. Leads the development of the assigned portfolio's strategic plans and recommendations for new programs or modifications to existing programs that are based on health information data and research, reflect best practices, are evidence-based, and include risk-based assessments. Participate in the development and implementation of inter-LHIN strategies related to portfolio.
4. Contributes to development of an effective and evidence-based evaluation methodology to determine effectiveness of new or modified health service programs implemented by the LHIN.
5. Acts as a contributor to the creation, implementation and monitoring of the LHIN's Integrated Health Service Plan (IHSP).
6. As a member of the LHIN Program Development team, provides advice and recommendations, contributes to and informs the priorities of the LHIN, and participates in the identification, planning and implementation of activities and projects at the LHIN.
7. Provides leadership and guidance to staff assigned to support portfolio; supervises and effectively manages the work, workload and performance of staff.
8. Ensures the effective use of a project management framework to define clear deliverables that can be achieved on time and on budget. Works with the Project Control Office to ensure that all assigned projects are effectively managed using best-practice project management tools. From time to time, oversees the work of multi-disciplinary teams in a matrix environment.
9. In conjunction with communications staff, ensures content related to portfolio's activities are accurately reflected in communications materials.
10. Writes reports, briefing notes, presentations and other materials. Reviews and provides feedback on reports, presentations and other materials as needed.
11. Contributes to the promotion of the LHIN's work through activities such as participation on external committees or presentations at conferences or external forums.

KEY ACCOUNTABILITIES – Project Coordination Office

1. Provides expertise and oversight to the project management methodology, and to the development of an effective methodology to determine effectiveness of new or modified project coordination and management processes implemented in the LHIN. In consultation with LHIN and health service provider stakeholders implement revisions to project management processes and tools.
2. Works with all LHIN teams to ensure that all projects are effectively managed by PCO processes and tools which focus efforts on planning, execution, monitoring and evaluation.
3. Acts as central point of contact for all LHIN funded projects.
4. Supports future investment decisions through the provision of recommendations regarding previously funded projects performance and lead health service providers, and through evaluation of the mix of investments across TC LHIN priority areas, and projection of the outcomes of investments on LHIN commitments (e.g. MLAA, IHSP-2). Coordinates and oversees request for proposal process to identify new investment opportunities.
5. Leads the tracking and coordination of the HSIP (Health System Improvement Proposal) process and the generation of monthly reports for the Senior Management Team. Develops and maintains related policies and guidelines for health service providers.
6. Oversees development of monthly dashboards to senior management with a summary of performance and risks of LHIN project investments with mitigation strategies and recommendations for projects not meeting, or at risk of not meeting, objectives as outlined in Project Charter and Funding Agreements. Provide quarterly updates for TC LHIN Board of Directors with a high level summary of the performance and risks of project investments.

7. In consultation with external and internal stakeholders and through the analysis best practice (i.e. Project Management Institute), identifies gaps in performance management and performance measurement processes for projects and programs implemented within the LHIN and by health service providers.
8. Leads the development of escalation protocols and procedures for LHIN funded projects that are not meeting agreed upon deliverables, milestones, performance targets and budget. Works with appropriate LHIN staff to execute protocols and procedures to ensure that projects expectations are met. This may involve development and/or evaluation of mitigation strategies, generation of approaches to communicating with health service providers to encourage focus on adherence to project management principles and funding agreement expectations, and provision of recommendations to senior management on escalation approaches.
9. Provides leadership and guidance to staff assigned to support portfolio; supervises and effectively manages the work, workload and performance of staff.

POSITION REQUIREMENTS:

- Master's degree in health information, epidemiology, business/public administration or similar field or equivalent education and experience.
- Five plus years related experience, including experience working in a health service provider organization.
- Understanding and demonstrated experience working in an analytical capacity, including working knowledge of health information and data usage, best practices, and evidence based decision support.
- Ability to interpret data and translate into effective and appropriate health program development.
- Management level experience in complex and dynamic health care environments in the public and/or private sectors.
- Proven leadership experience with evidence-based health care initiatives designed to improve health service delivery
- Effective communicator with demonstrated ability to facilitate and negotiate with multiple stakeholders and service providers.
- Proven ability to build, enhance and maintain strategic relationships with community organizations, local and provincial governments, health service providers and others.
- Demonstrated ability to effectively contribute to and help motivate professional teams.
- Demonstrated understanding of local health issues, priorities and needs. Clear understanding of the broader trends in health care policy and system development.
- Project management skills.

CONTACT INFORMATION

Should you be interested in applying for this exciting career opportunity please forward your cover letter and resume to: anne.redston@lhins.on.ca

Quote subject line: **Ref. 2010-08: Senior Consultant – Lead, PCO**

Only applicants identified for interviews will be contacted.