

Mississauga Halton LHIN

LHIN – eHealth Project Planner/Controller

Profile # MH EH 018

Fulltime Position

Position Description and Candidate Profile

Mississauga Halton LHIN Background www.mississaugahaltonlhin.on.ca

The Mississauga Halton Local Health Integration Networks (LHIN) is one of 14 that have been established and launched in Ontario. The Ontario government is changing the delivery of health care service through the creation of Local Health Integration Networks - community-based organizations that will plan, coordinate, integrate and fund health care services at the local level.

The Mississauga Halton LHIN includes the municipalities of South Etobicoke, Mississauga, Halton Hills, Oakville, and Milton, and covers approximately 900 square kilometers. While it is one of the most geographically compact LHINs in the province, it is the sixth largest LHIN in Ontario based on population and fastest growing with over one million people residing in the region.

Ontario is also embarking on a substantial transformation project through the government's eHealth program. LHINs will play a crucial role in the implementation and adoption of eHealth solutions in the broader health sector.

As a result of these exciting changes in healthcare service delivery, the MH-LHIN is in the process of forming and launching its eHealth plans, strategies and initiatives and has created the new position of LHIN e-Health Project Planner/Controller.

Your Opportunity to Make a Difference

As the **LHIN eHealth Project Planner/Controller**, reporting to the MH LHIN PMO, your core accountabilities include:

- Assist with identification and planning of PMO initiatives and activities across multiple sites
- Assist PMO in the development of schedules, status reports and other project information gathering requirements
- Assist PMO in establishing standard processes for collection of regular updates from local PM entities and maintain integrated regional schedules

- Track and monitor progress of local implementation and adoption activities and flag any deviations from plan
- Receiving/tracking invoices to ensure costs are what is expected, and corresponding forecasts for project(s) are accurate.
- Monitoring resource capacity for project, enabling lead to ensure continued feasibility of project as planned from a resource capacity perspective.
- Ensuring that all meetings are scheduled in a timely manner, taking into account resource restrictions, to ensure appropriate communications while avoiding possible conflicts/delays in project.
- Produce monthly and quarterly project performance reports for distribution to key stakeholders
- Coordinate scheduling of training sessions as required by solution adopters
- Track and monitor achievement of adoption targets and provide regular updates
- Update components of PMO reports with guidance/support from senior team members.
- Update project repository ensuring version control and uploading documentation with Project Portfolio Management software.
- Support senior team members by scheduling and planning meetings, distributing project material and following up on action items as required.
- Maintain project organization charts and distribution lists to assist in clear, consistent communication within a matrix environment to support team alignment

Work Experience:

- Listening -- Ability to gather, clarify and apply information transmitted verbally, while exhibiting a genuine interest toward the speaker.
- IM/IT Project Office/Administration -- Knowledge of and experience with maintaining a central repository of project competencies, plans, reports and history to provide a knowledge center for project managers.
- Accuracy/Attention to Detail -- Ability to process information with high levels of accuracy.
- Oral Communications -- Ability to express oneself and communicate with others verbally; recognizing that verbal communication is more than just language - it includes tone, style and structure.
- Interpersonal Relationships -- Knowledge of approaches, tools and techniques for working with individuals and groups in a constructive and collaborative manner.

Basic Understanding:

- Written Communications -- Ability to produce a variety of business documents that demonstrate command of language, clarity of thought and orderliness of presentation.

- Problem Solving -- Knowledge of approaches, tools, techniques for recognizing, anticipating, and resolving organizational, operational or process problems.
- Project Management -- Knowledge of and experience with tools and techniques for planning, organizing, monitoring and controlling projects.
- Project Control and Reporting -- Knowledge of and experience with monitoring the vital signs of a project, and managing its progress and delivery schedule.

Your Professional Qualifications will include:

- 3 - 5 years project related planning/coordinator experience
- 1 year in healthcare IT related project work
- Extensive experience with MS Excel & MSOffice
- Working knowledge of MS Project and PPM software (i.e. Eclipse)

Other Position Details:

This position has a salary range of \$50,000 – \$60,000 per annum.

This position is located in the Oakville office of the Mississauga Halton LHIN; some travel will be required.

Please respond by email to Dominic Sloan: Dominic.Sloan@lhins.on.ca no later than July 12, 2010.

Include the Profile # MH EH 018 in the subject line of the email.

Thank you for considering this position, only those who are being considered for this position will be contacted.