

Title: Working Group Coordinator – Reporting

Department: LUMEO Project

Hours of Work: Temporary, Full-Time Position

Salary: To be determined

Union: Non-Union

Location: Virtual (with some regional travel)

PRIMARY FUNCTION

The six health-partners in the South East region recognize that to achieve person centered, effective care coordination across the system, enhance the ability to make best use of collective resources, achieve more system-like behavior, and have the agility to address future funding changes, a major, system-wide clinical transformation is needed. This clinical transformation will meet clinical information needs of both the health-partners and the region. A regional HIS would support a one person, one system, one experience vision identified by the partners' clinical leadership. This project opportunity will enable the sharing of information seamlessly across the six health-partners, connecting the personal health information into a single cohesive story and reducing the variability of care provided.

The Regional HIS Working Group Coordinator is responsible for a variety of administrative duties in support of the User Experience Working Group, Workstream Leaders and Workflow Leads. Duties include but are not limited to project tracking, scheduling meetings, coordinating events and documents management.

The **Working Group Coordinator – Reporting** will support the Access and Foundations workstream to supplement the SME team in workshop participation, collecting data, engaging subject matter experts and knowledge holders, and coordinating meetings related to reporting.

RESPONSIBILITIES & DUTIES INCLUDE:

- Coordinate working group meetings
- Support working groups on an as needed basis at the direction of the Workstream Leaders and Project Leadership
- Collect data, file and distribute project files to the right personnel and stakeholders
- Takes records of all working group items, and sees to it that they are adequately delivered required stakeholders as directed by the project director
- Support project planning and implementation activities
- Assist with and prepare presentations, briefings and reports in support of project activities
- Engage with partners and other stakeholders as needed

NOTE - The above duties are representative but are not to be construed as all-inclusive.

BASIC QUALIFICATIONS:

- Post-secondary education in Information Technology, Business Administration or Finance or equivalent, or equivalent business experience
- 2+ years of administrative support or project coordination experience
- Experience coordinating meetings with many stakeholders
- Excellent verbal and written communication skills; interpersonal and negotiation skills
- A team player with a track record for meeting deadlines
- Willingness and ability to regularly travel to locations within the region as required
- A results-oriented focus is essential, as is the ability to work in a fast-paced changing environment and effectively manage multiple deliverables simultaneously
- People and team oriented with a strong ability to establish an excellent level of confidence, credibility and cooperation with internal and external stakeholders
- Ability to communicate well, both verbally and written, is essential
- Ability to present information clearly and effectively
- Satisfactory criminal reference check required.

PHYSICAL REQUIREMENTS:

The applicant must be able to meet the physical demands of this position.

We thank all applicants, but only those selected for an interview will be contacted. Kingston Health Sciences Centre is committed to inclusive and accessible employment practices.

If you require an accommodation to fully participate in the hiring process, please notify the Recruitment Team.