

Title: Regional HIS Communications Lead

Department: HIS Project

Hours of Work: Temporary, Full-Time Position; Days (approx. 3 year assignment)

Union: Non-Union

Salary: Class 5 - \$35.63 - \$42.75 per hour

Location: Virtual Environment

POSITION SUMMARY:

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 Communications Lead is responsible for marketing and communication, both project level and regional level in cooperation with Project Leadership and health-partner Communications Leads under the direction of the Transformation and Adoption Lead.

PRINCIPLE RESPONSIBILITIES AND DUTIES (but are not limited to):

- Develop, coordinate and implement a work plan for the communication and promotion of the project in cooperation with the Project Leadership, Change Management team, and health-partner Communications Leads
- Provide recommendations on the future evolution of communication strategy, structure, function, and activity
- Write and design communications, marketing, and dissemination tools for diverse project stakeholders
- Liaise with internal contacts, external partners, community organizations and other stakeholders
- Photograph and record various events
- Develop and maintain a graphics and video inventory
- Conduct database, literature, and web searches to locate documents and articles that can be used for reference in marketing tools
- Remain current with frequent developments in social media platforms and trends in the communication field
- Proofread and edit various publications authored by other staff members
- Plan the production and graphic design layouts of project publications and communications tools.
- Coordinate media inquiries and connect media with relevant persons in the project
- Develop and maintain social media platforms
- Identify opportunities for communication and leverage and optimize these opportunities using existing tools

QUALIFICATIONS:

- Post-secondary education in Business Administration, Marketing, Public Relations or recognized equivalent required, or equivalent business experience
- Advanced skills in Microsoft Office Suite, and Social Media Applications
- Proficient in other graphic design programs
- Minimum three (3) years' experience in communication development
- Demonstrated competence for assessing and managing competing priorities in a deadline-driven environment
- Excellent analytical, problem-solving and decision-making skills; verbal and written communication skills; interpersonal and negotiation skills
- A team player with a track record for meeting deadlines
- 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
- Willingness and ability to regularly travel to locations within the region as required
- Satisfactory criminal record check with vulnerable sector search

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.