

**JOB TITLE:** Executive Lead, GTA LHIN eHealth

**REPORTS TO:** CEO, Central West Local Health Integration Network (LHIN)

**DURATION:** One year contract or secondment, with possibility of renewal

**LOCATION:** Central West LHIN- Brampton, Ontario

**Purpose:**

Provides support to facilitate the work of the GTA eHealth Integration and Alignment Council

**The Executive Lead Primary Duties and Responsibilities:**

- Function as the Executive Portfolio Management Lead for the GTA LHINs eHealth Integration and Alignment Council (eIAC) acting as a lead adviser on the risks and benefits of specific portfolio activities, and ensuring that the operations of the Council meet expectations of key stakeholders
- Identify, assess, and inform the GTA LHINs eHealth Integration and Alignment Council of internal and external issues success of GTA-wide eHealth initiatives
- Act as a professional advisor to the GTA LHINs eHealth Integration and Alignment Council on all aspects of the Councils activities
- Foster effective team work between the participating GTA LHINs, eHealth Ontario (eHO), the Ministry of Health and Long Term Care (MOHLTC) and eIAC
- Conduct official correspondence on behalf and as directed by the GTA LHINs eIAC as appropriate
- Represent the eIAC at various meetings and events to enhance the Council's profile

**Personal Competencies**

- Ability to establish and maintain a high level of trust and confidence
- Excellent communication skills, with the ability to clearly communicate vision, mission, goals, and themes. Demonstrated ability to deliver presentations of complex financial and business information to a diverse audience
- Demonstrate a willingness to be flexible, versatile and tolerant in a changing work environment while maintaining effectiveness and efficiency
- Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the eIAC
- Act as a liaison and conduit for information flow between eHO and the rest of the GTA LHIN community, as well as with appropriate external stakeholders. e.g. Health Service Providers acting as transfer payment agencies for key cross-LHIN eHealth projects
- Monitor portfolio activities and regularly brief senior management on portfolio performance using standard reporting tools
- Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the eIAC
- Speak, listen and write in a clear, thorough manner using appropriate and effective communication tools and techniques
- Develop new and unique ways to improve operations of the eIAC and to create new opportunities
- Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness
- Positively influence others to achieve results that are in the best interest of the eIAC

- Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the eIAC
- Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- Determine strategies to move the activities of the eIAC forward, set goals, create and implement actions plans, and evaluate the process and results
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem
- Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization

## **Position Requirements**

### *Education and Experience*

- Masters level training in a related field preferred. A minimum of a BA/BS in Business Administration, or other relevant field is required
- Five or more years of experience in progressively responsible Information Management Information Services, Health Service Administration positions or relevant areas of business
- 5 or more years of progressive management experience in a health sector organization
- Five or more years of budgetary responsibility

### *Knowledge, skills and abilities*

- Knowledge of leadership and management principles as they relate to Health Care in Ontario.
- Knowledge of MOHLTC, eHO and other Health Service Providers
- Knowledge of financial management
- Knowledge of project management

### *Proficiency in the use of computers for:*

- Word processing
- Project Portfolio Management
- Presentations
- Financial management
- E-mail
- Internet

## **Nature and Scope**

**Interpersonal Contacts:** Internally, communicates with employees throughout the LHINs to present, discuss information and resolve issues related to the eHealth Portfolio with the GTA. Externally, this position will have significant senior contacts with key stakeholders, eHO and MOHLTC and the Council

**Level of Responsibility:** The position provides a critical role in the review, assessment and evaluation of on the risks and benefits of specific portfolio activities.

**Decision-Making Authority:** Responsible for providing recommendations regarding the eHealth Portfolio within the GTA and on resolving critical and sensitive issues.

**Physical and Sensory Demands:** Minimal demands typical of a professional position operating within an office environment.

**Working Environment:** Minimal exposure to disagreeable conditions typical of a professional position within an office environment. The Executive Lead works a standard work week, but additionally will often work evening, weekends, and overtime hours to accommodate activities such as Integration and Alignment Council meetings and representing the organization at public events.

**Closing Date: July 9, 2010**

**Please send cover letter and resume to the attention of:**

**Joanne Pearson, Controller**

**Central West LHIN • 8 Nelson Street West, Suite 300 • Brampton, Ontario L6X 4J2**

**Email is preferred: [joanne.pearson@lhins.on.ca](mailto:joanne.pearson@lhins.on.ca)**