



POSITION DESCRIPTION

POSITION TITLE: SYSTEMS MODERNIZATION SPECIALIST

DEPARTMENT: FINANCE

CLASSIFICATION:

UNION: OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO: VICE PRESIDENT CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER

POSITIONS SUPERVISED: None

POSITION SUMMARY

The Systems Modernization Specialist will support providing accurate, timely health information to support evidence- informed decision-making in Interlake-Eastern Regional Health Authority. They support process, performance, continuous improvement, planning, evaluation and operating decisions through data mining, analysis, monitoring, reporting, and providing data insights that identify opportunities and potential risks. They provide mentorship and build capacity within our organization related to the use of data in decision-making.

Reporting directly to the CFO, the position of “Systems Modernization Specialist” will be responsible to address several of the audit recommendations made in the Deloitte Fiscal Sustainability Audit located here:

https://www.manitoba.ca/asset_library/en/proactive/20242025/mhsltc-sdo-report-final-2024-12.pdf

IERHA Finance uses many manual processes to generate internal and external reporting, process statistical reporting, as well as accounts payable processing. Key focus for this role will be to improve automation and generate reporting efficiencies.

Key responsibilities for this role include:

- improving automation,
- support generating accurate, efficient, customizable management reporting, and
- generate reporting faster, allowing for resources to be reassigned to higher value analysis to support business leaders.

The position of Systems Modernization Specialist functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

Interlake-Eastern RHA is committed to responding to the [Truth and Reconciliation Commission of Canada's Calls to Action](#) and creating working environments free of racism for both clients and employees. All staff members are encouraged to seek and identify patterns of harm towards Indigenous, black and marginalized clients and employees and to take actions to disrupt any form of racism. Collectively and individually, we are growing cultural competency capacity by implementing the region's anti-racism action plan.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Report writing supporting management, operations and business case development.
- Data analysis and modelling.
- Reporting and data visualization.
- Ensures effective communication within the department and the organization.
- Ensures Continuous Quality Improvement.
- Demonstrates professionalism within the Code of Conduct.
- Demonstrates leadership qualities.
- Ability to recognize and pursue self-development opportunities.
- Assists with training new staff as required.
- Pursuant to the Health System Governance and Accountability Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility of supporting clients in their official language of choice.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of post-secondary education in Information Technology, Business Analyst, Business Information Technology or Business Administration (combinations of education and experience may be considered).

REQUIRED KNOWLEDGE:

- Three (3) years of progressive experience working in an analytical role with a focus on process review, quantitative analysis and performance measurement.
- Thorough knowledge of Windows based programs (Microsoft Word, Outlook) and Internet.
- Experience with more complex functions of Excel spreadsheets.
- Experience with business intelligence tools, preferably Vivid Reports, Power Business Intelligence, Crystal Reports.
- Previous experience conducting research and evaluations of health services programs is considered an asset.

SKILLS/COMPETENCIES:

- Effective written and verbal communication skills.
 - Respects and promotes a culturally diverse population.
 - Ability to work effectively in a multi-disciplinary team and independently.
 - Ability to make decisions, and analytical/ problem solving skills.
 - Problem solving in collaboration with other members of the team and/or stakeholders.
 - Prioritization of workload.
 - Effective conflict resolution skills.
 - Valid Manitoba driver's license.
 - Mental and physical ability to meet the demands of the position.
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Primary day shift, Monday to Friday.
 - Weekend and evening work on occasion.
 - May be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH


The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow-up reviews as a learning opportunity.

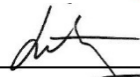
- Provides a safe environment by ensuring the adherence to Manitoba Association of Safety in Healthcare (MASH), Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
 - Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Use personal protective equipment as required.
 - Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.
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Created: January 5, 2026
Date

Revised: _____
Date

Approved by:  January 5, 2026
Regional Manager/ Supervisor Date

Approved by:  January 5, 2026
Vice President/ CEO Date

Reviewed by:  February 9, 2026
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.