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## POSITION DESCRIPTION

**POSITION TITLE:** LEAD, PERFORMANCE AND BUSINESS PLANNING

**DEPARTMENT:** CORPORATE SERVICES

**CLASSIFICATION:**

**UNION:** OUT OF SCOPE

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** REGIONAL LEAD OF CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER

**POSITIONS SUPERVISED:** N/A

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## POSITION SUMMARY

Reporting to the Regional Lead Corporate Services & CFO, the Lead, Performance and Business Planning is responsible for coordinating health systems information, analysis and interpreting data, producing reports and disseminating findings. A key function is to provide guidance and support for the planning and evaluation of clinical programs and services, including the development and monitoring of performance indicators. The incumbent will coordinate and guide executives and senior leadership in the organization to develop strategic, operational and capital plans, supported by data that complies with provincial policies and standards. The Lead, Performance and Business Planning functions in a manner consistent, with and supports the mission, vision and values of the Interlake – Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

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

- Performance and business planning services include reporting on key performance indicators, delivering strategic and operational plans, modeling, analyzing process and quality improvements, and providing overall business performance management advice and support.
- Gathers and coordinates health information received by the region and ensures data is readily available for evidence informed decision making.

- In partnership with program leaders, provides expertise in the development and monitoring of performance indicators.
- Presents results of data interpretation in a format that is useable by program and service planners.
- Responds to inquiries from managers and staff regarding information required by programs.
- Coordinates the development of the annual operational planning process.
- Provides information and acts as a resource to regional programs and services for program planning and evaluation.
- Connects initiatives across the SDO as part of an ongoing performance improvement program, support prioritization and ensure alignment with Manitoba's Clinical Preventative Services Plan (CPSP).
- Mentor and coach staff to use timely, accurate clinical, operational and financial information, robust business cases, and data modeling to support aligning the activities of all operating units with the approved strategic objectives and operating plans across all service organizations.
- Consult with and advise leaders through facilitation and analysis of internal and external data and key performance indicators to demonstrate economic sustainability, service effectiveness, quality and efficiency (e.g. client service access, service outcomes, stakeholder engagement, etc.)
- Plan, implement and ensure ongoing maintenance, evaluation and assessment of business systems, data, and business performance to ensure effective solutions that sustainably serve business requirements.
- Work with Quality and Learning and Provincial Information Management Analytics (PIMA) to identify opportunities for continuously improved enterprise level data and reporting.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

**OTHER**

- Performs other duties as assigned.

**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Post-secondary education in Accounting, Management, Economics, Health or Social Sciences from an accredited educational institution
- Additional certification in health leadership, Lean Six Sigma and/or business improvement related methodologies and analyses are considered assets

An equivalent combination of education and experience relevant to the position may be considered.

**REQUIRED KNOWLEDGE:**

- Working knowledge of the following computer programs: word processing (Word); databases (Access, Sequel); spreadsheets (Excel); presentations (PowerPoint); internet; intranet; email required.

- Knowledge of program planning and evaluation.

**EXPERIENCE REQUIRED:**

- Minimum five years of experience in the health care field including:
  - Leading business performance management and planning services functions, and providing measurement, business case modeling, reporting and performance management intervention advice
  - Leading strategic and operational planning processes in partnership with the board of directors and executive management
  - Establishing and delivering a performance-based management reporting system
- Experience working with healthcare information in a computerized environment.
- Experience in designing and managing large databases preferred.

**SKILLS/COMPETENCIES:**

- Valid Manitoba drivers 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.
  - Will 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 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). Uses 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.

**PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: April 2022  
Date

Revised: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Regional Lead/ CEO Date

Reviewed by: \_\_\_\_\_  
Regional Lead, 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.*