Ministry of Health
Assistant Deputy Minister
Health Sector Information Management / Information Technology (HSIMIT)
Victoria, BC

We are seeking a visionary IM/IT business professional to lead and support the design and integration of highly effective health sector technology initiatives

The Ministry of Health's core business areas are organized to reflect the major partnerships and roles that combine to form a high quality, coordinated health system for British Columbians. The Ministry's primary role is to provide leadership, direction and support to service delivery partners and set province-wide goals, standards and expectations for health service delivery. The vast majority of health services are delivered by system partners such as health authorities, care providers, agencies and other groups that provide access to care.

The Health Sector Information Management/Information Technology (HSIMIT) Division provides sector-wide leadership for IM/IT planning, policy and business solutions. The branches within the Division comprise of the Business Management Office; Business Transformation Office; Health Information Privacy, Security and Legislation; Health Information Technology Strategy; HIBC Procurement Office; Information Technology Services; and Strategic Projects.

As the Assistant Deputy Minister, HSIMIT, you provide sector-wide leadership for IM/IT planning, policy and business solutions. Reporting to the Associate Deputy Minister, Corporate Services, Ministry of Health and serving as a member of the Ministry's executive, you serve as an advisor to the Ministry executive and Ministry partners on emerging IM/IT issues, policies, standards, security, and best practices.

As ADM, you are a seasoned executive who excels in strategic planning and business transformation and in leading, developing, implementing and delivering large IM/IT programs and projects in a complex public sector. You are a creative, innovative leader able to communicate complex issues and formulate solutions; build strong working relationships and foster a collaborative environment; maintain long-term perspective while delivering short-term solutions; and possess the experience and skill necessary to translate vision to goals and strategies through facilitation and organizational change leadership. Additionally, you possess in-depth experience and knowledge in IT, industry and vendor knowledge, health care and specifically, in the BC Health care sector.

A complete role description and listing of qualifications is attached. The appointee will be required to consent to a criminal record check.

To express your interest in this opportunity, please email your cover letter and resume to Executive.Recruitment@gov.bc.ca by January 12, 2018. Thank you to all who express interest.

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MINISTRY OVERVIEW

The Ministry of Health has overall responsibility for ensuring that quality, appropriate, cost-effective and timely health care services are available for all British Columbians. The Ministry is responsible for provincial legislation and regulations related to health care, including the Medicare Protection Act and the Health Professions Act. The Ministry also directly manages a number of provincial programs and services, including the Medical Services Act, which covers most physician services; PharmaCare, which provides prescription drug insurance; and the BC Vital Statistics Agency, which registers and reports on vital events such as a birth, death or marriage.

The province's health authorities are the organizations primarily responsible for health service delivery. Five regional health authorities deliver a full continuum of health services to meet the needs of the population within their respective geographic regions. A sixth health authority, the Provincial Health Services Authority, is responsible for managing the quality, coordination and accessibility of specialized services and province-wide health programs. The BC Clinical and Support Services Society provides the governance structure for both clinical (laboratory) and non-clinical (shared business) services in the health system. The Ministry also works in partnership with the First Nations Health Authority (FNHA) to improve the health status of First Nations in British Columbia.

PROGRAM

The Health Sector Information Management/Information Technology (HSIMIT) Division provides sector-wide leadership for information management/information technology (IM/IT) planning, policy and business solutions. The branches within the Division comprise of:

Business Management Office
- Provide strategic vendor management as an alternative service delivery alliance management office.
- Manage all aspects of the contract and governance relationship for the Ministry of Health's outsourcing contracts with:
    - MAXIMUS BC for Medical Services Plan and PharmaCare administrative services;
    - Oracle BC to operate the Provincial Lab Information Solution (PLIS) and the Interoperable Electronic Health Record (iEHR); and
    - The Provincial Health Services Authority for operational support and administration of vendor contracts for eHealth services.

Business Transformation Office
- Lead and manage the transformation of HSIMIT to a new Target Operating Model. Other accountabilities include:
  - Divisional Planning
  - Conceptual business solution service design
  - Employee Engagement Strategies
  - Issues Management

Health Information Privacy, Security and Legislation Branch
- Office of the Ministry Chief Privacy Officer.
- Design, implement, and continually advance the provincial information privacy and security framework.
- Promote corporate accountability for the protection of information and information systems to support improved decision-making throughout the Ministry and broader health sector.
- Provide information privacy and security leadership, expertise and advice regarding legislation, regulation, policies, industry standards, and best practices for the health sector.

Health Information Technology Strategy Branch
- Office of the Ministry Chief Information Officer
- Provide IM/IT leadership to the health sector through three programs focused on strategic planning, governance, and enterprise architecture services, including:
  - Establish a standard methodology and approach for IM/IT strategic planning and strategy development for the health sector;
  - Support IM/IT governance in the BC Health Sector to enable strategic plan realization; and,
  - Foster IM/IT enterprise architecture for the Ministry and the BC health sector.

HIBC Procurement Office
- Lead the strategy and approach for the re-procurement of Health Insurance BC services including:
  - Strategy and Business Case development;
  - Issuance of an Rfx document to the market;
  - Negotiation mandate development and finalization of new contract;
  - Transition plan to new contract.

Information Technology Services Branch
- Manage corporate operations such as business continuity planning, technology policy, FOI oversight, and risk management.
- Provide IM/IT services and business solutions to internal ministry program areas including business analysis and planning services; IT computer hardware and software procurement; technology integration, application management and helpdesk; and contract management of outsourced application service delivery partners.
- Operate and support access to the provincial Health Registries, which have been implemented to improve the accuracy and reliability of client and provider identities necessary for efficient and safe health service delivery.
- Manage and govern provincial health information standards.

- Delivering conformance and integration services to enable health information exchange across the health sector.

Strategic Projects Branch
- Office of the Ministry Chief Technology Officer
- Ministry Project Management Office (PMO). Provide project management oversight for the Ministry, project methodology, governance and project support services to help the ministry track project resource expenditures and strengthen executive oversight.
- Manage the Ministry's portfolio of IMIT projects and secretariat to Executive Project Board.
- Provide strategic leadership and manage business transformation and complex technology projects.
- Lead collaborative processes, to ensure end state operational requirements for the eventual transition and operational success, are part of its delivery mode.

POSITION

The ADM HSIMIT provides vision and leadership for developing and implementing IM/IT solutions and initiatives that improve cost effectiveness, service quality and access to services aligned with government direction. This position will play a leadership role in the health system, its reform, and Ministry transformation and technology planning.

The position directs the development of the Ministry IM/IT and the design and implementation of the IM/IT infrastructure, policies, services and standards. The ADM HSIMIT provides advice and guidance to executive regarding the Ministry's business and technology issues, decisions, and priorities, and leads the planning and identification of IM/IT work plans and standards. The position sits on Ministry, inter-ministry and cross government committees and boards providing guidance to governance on IM/IT subjects.

The ADM HSIMIT reports to the Associate Deputy Minister, with a functional reporting relationship to the Government Chief Information Officer (OCIO). The nature of the work requires the position to establish and maintain productive relationships, including senior managers and executives across the Ministry, central agencies (e.g. OCIO, SSBC, Ministry of Finance, Deputy Ministers Council on Transformation and Technology, Health Authorities), other stakeholders and industry representatives.

The position interacts with senior officials across the provincial government and leads the development and implementation of large, complex and/or innovative information and technology solutions that enhance the effectiveness and efficiency of IM/IT operations, applications and business services. Effective execution depends on establishing and maintaining effective communications and working relationships with a wide variety of senior stakeholders with diverse and, at times, competing priorities, including:

- Assistant Deputy Minister and other Ministry Executive: to provide expert advice to senior executives on major business and strategic issues related to open data, social media, technology development and delivery, and to build and maintain strategic partnerships within the ministry.

- Government Central Agencies: to liaise with the OCIO and other central agencies (including SSBC) and ministries to ensure effective IM/IT alignment and solutions for the Ministry.
- Division Staff: to lead systems and business change transformations; lead the development of policies, processes, procedures, and practices; and ensure effective and efficient internal communications and knowledge management.
- Provincial Counterparts: to recommend project and program evaluation methodology and processes to ensure effective and efficient results for major initiatives and projects.
- Consultants and Contractors: to manage and oversee multi-disciplinary project teams.

The ADM is a member of the Ministry executive, participates in the corporate management of the Ministry, and advises the Minister, Deputy Minister and Associate Deputy Minister on operational, strategic and politically sensitive issues. The ADM is accountable to the Associate Deputy Minister for the delivery of services and programs in accordance with legislation and standards.

The ADM will provide leadership in all areas of IM/IT across all business units and in this capacity will function as a critical partner in any transformation of the health system, resulting from various audit reports in providing IM/IT planning, architecture, project support, application development, IT security, and technology and information system support services.

The HSIMIT is comprised of over 140.0 FTEs and a 2017/18 operating budget of $110,600,000 million.

ACCOUNTABILITIES / RESPONSIBILITIES

The ADM HSIMIT position is responsible for Health Sector Information Management/Information Technology that brings IM/IT services and initiatives together under one business portfolio for a coordinated approach across the Ministry of Health and provincial health sector.

Accountabilities include:

- Promoting the integration of health sector data into daily business operations and policy development and provides sector-wide leadership for IM/IT planning and business solutions.
- Lead two technology-enabled transformational initiatives: implementation of eHealth solutions across the province and introduction of the BC Services Card; both are key result areas for the Ministry.
- Lead the development of provincial health information privacy, security, and legislation requirements to support the Ministry in its health initiatives.
- Provide strategic leadership, coordination and expertise through the management and execution of large scale transformation projects on behalf of HSIMIT and the Ministry of Health. Current major projects include BC Services Card Program; Home Health Monitoring; Panorama Implementation; PharmaNet Modernization; and Health Technology Assessment.
- Develop and implement IM/IT strategic plans for the Ministry and ensure compliance with government's IM/IT policies and standards. Establish branch goals, objectives and priorities in consultation with Ministry executive. Provide senior leadership to develop and implement Ministry plans and performance standards. Develop and report on outcomes and recommend appropriate changes to continuously improve information management,

increase technology and systems interoperability, reduce costs, and improve service delivery.

- Oversee accountability for all aspects of Ministry IM/IT, including disaster recovery; business continuation plans; preparation, administration, monitoring and reallocation of Ministry IM/IT operating and capital budgets; e-service delivery; enterprise architecture; Ministry applications; and infrastructure. Ensure the integrity, security and safekeeping of Ministry information and data.
- Represent the Ministry on cross-government IM/IT projects, issues and policy development, often requiring coordination of a variety of activities with officials of other ministries and central agencies.
- Provide critical project management leadership and expertise. Ensure Ministry business and strategic needs and interests are addressed. Identify common interests and solutions, and provide advice and recommendations to ensure the effective integration of cross-Ministry IM/IT services, plans and goals.
- Lead the development of technology, applications and data standards for large and diverse electronic information delivery systems. Ensure that appropriate design guidelines are developed, implemented and updated to ensure system designs will achieve business unit goals and that business units collaborate and integrate with cross-sector partners to ensure the Province maximizes IM/IT investments. Negotiate changes and lead the collaborative development of innovative service delivery and business strategies, policies, and processes.
- Ensure information, application and technology architectures and strategies are consistent with corporate government policies, standards and practices and represent best possible scenarios for the ongoing use of IM/IT within the sector.
- Provide authoritative advice and recommendations to executive regarding open data, social media opportunities, business unit direction, systems, budgets, issues and strategies relating to the IM/IT business needs.
- Advise Ministry executive and Ministry partners on emerging IM/IT issues, policies, standards, security, and best practices.
- Identify the resource requirements needed to fulfil the mandate of the branch and manage resources to maximize impact and achieve goals within budget; directs the development and management of the IM/IT budget to achieve financial goals. Lead organizational innovation and design structure; and support the development of staff through performance management and establishment of new programs to meet training or development needs.

QUALIFICATIONS

A related university degree or an equivalent combination of education, training and experience; experience and a record of success at an executive level, in strategic planning and business transformation, and in leading, developing, implementing and delivering large IM/IT programs and projects in a complex public sector.

- An understanding of the IT sector and associated methodologies, an understanding of health care and the links to the private sector.
- In-depth experience and knowledge in IT, industry and vendor knowledge, health care and the BC Health care sector.
- Experience with procurement processes and practices and in managing information technology contracts.

- Knowledge of IM/IT architectures, principles and standards; technology strategies and solutions in support of corporate operational objectives; and information system technology developments and trends.
- Experience managing high profile and complex transformation initiatives and is an outstanding leader of people and resources.
- Ability to build credibility; be a creative and innovative leader and is viewed and respected as a progressive, trusted leader of absolute integrity.
- Strong interpersonal skills; demonstrated success in engaging others at all levels of an organization to be positive and committed to delivering on the organizations goals.
- Excellent communicator – who has the ability to bridge communication gaps between IT and Health practitioner.

The appointee will be required to consent to a criminal record check.

COMPETENCIES

To achieve government's **Vision**, the ADM must position and structure their organization to maximize its effectiveness. ADM's practice **Strategic Thinking** in translating the vision to goals and strategies, and support their accomplishment through facilitation and leading change.

In **Stakeholder Relationships,** ADM's ensure that they are enhancing the organization's relationships with external partners and stakeholders. This includes building strategic alliances, managing conflicts, negotiating effectively, and effectively communicating ideas, analyses and proposals to stakeholders.

ADM's model **Integrity and Authenticity**, building a culture of trust, integrity, risk taking and creative thinking in the organization through demonstrating personal integrity, using feedback to self improve, following through on commitments and acting consistently with the espoused values and culture of the organization.

In **Leading People,** ADM's must motivate, empower and lead employees to accomplish goals and objectives, rewarding high performance, promoting empowerment and developing their employees, providing opportunities for growth, and managing issues with their organization.

The professional values of the BC Public Service . . .
Courage, Teamwork, Curiosity, Service, Passion, Accountability
Always with integrity