

Subject: Executive Director, Information Management Stewardship and Data Access

Executive Director, Information Management, Stewardship and Data Access
Salary Up to \$113,073.64

Apply your leadership and strategic skills to this role

In this role as Executive Director, you will develop and implement a Service delivery model for data access for research, evaluation and decision making. You will establish an information sharing strategy that addresses privacy and information security while enabling access to information and open data to improve health outcomes for British Columbians.

The Division has a new a Strategic Business Plan with identified priorities and actions that the Branch will be required to deliver in the next year. This will result in changes to both the priorities of the branch and how it aligns resources and staff to meet these goals.

You are a strong leader and a strategic thinker that thrives in a complex, collaborative environment and can interconnect with the financial community. You have the ability to actively support and foster culture through trust, removing barriers and being accountable. In addition, you have demonstrated experience in leading, motivating, developing and supporting a successful branch and contribute to the success of government operations.

As the successful applicant, you have a solid understanding of information management, privacy and IM/IT policy and research. You also have established networks and relationships within government and the research academic community, privacy and health sector. Knowledge of privacy legislation is required. In addition, you have demonstrated knowledge of evidence informed policy, practice, evaluation and decision making required.

HOW TO APPLY:

A cover letter is required as part of your application. Your cover letter and resume should be submitted as one document in your profile when applying for this position.

For complete details on this opportunity, please review the attached job description. Applications may be considered for other similar current and future vacancies, including permanent and/or temporary positions in various locations. An eligibility list may be established. A criminal record check will be required.

As part of the application process you will be prompted to fill out a questionnaire which must be completed in order for your application to be considered. You will not be able to go back at a later time to complete the questionnaire so please allot up to 20 minutes to fill it out after submitting your resume and cover letter.

If you are interested in this position and you plan on applying, please visit the [Frequently Asked Questions](#) page for tips on creating or updating your profile, searching for job opportunities and applying to postings.

Only applications submitted using the BC Public Service Recruitment System on this website will be accepted.

The BC Public Service is committed to diversity and inclusion in our workplace. As part of that commitment, we welcome and support diverse talents throughout our organization. For more information on how diversity works in the BC Public Service, please visit our [diversity](#) page.

I certify that all information submitted is true, complete and correct. I understand that any information provided by me in my application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate me from further consideration for employment or may result in my dismissal.

Job Qualifications:

In order for applicants to be considered for this position, their resume must clearly demonstrate that they have the following:

- Master's degree in Health Information, Business, Public Administration or Social Sciences or equivalent
- A minimum of 10 years of progressive experience with government in a leadership role in strategic program development and implementation, legislation, policy, research and program evaluation.
- Experience working in privacy, information security and IM/IT policy.
- Demonstrated experience dealing with senior officials and elected officials and in issues management
- Demonstrated experience working with the research community, as a researcher and government funder as well experience in applying research to government policy and practice.
- Experience in managing training, curriculum development, promotion of initiatives and awareness projects an asset



TITLE: EXECUTIVE DIRECTOR, INFORMATION MANAGEMENT, STEWARDSHIP AND DATA ACCESS

CLASSIFICATION: STRATEGIC LEADERSHIP

MINISTRY: HEALTH

WORK UNIT: HEALTH SECTOR IM/IT

SUPERVISOR TITLE: ADM

SUPERVISOR POSITION #: 79598

SPECIFIC ACCOUNTABILITIES/DELIVERABLES:

Data Governance and Information Sharing:

- a. Provides leadership, and direction for the use of and access to health sector data for evidence informed decisions, policy, research and evaluation to support the achievement of health outcomes.
- b. Accountable for determining, describing and enforcing the business rules and definitions for data and ensuring that data is managed as a strategic asset.
- c. Executive responsibility for the management of access to data and information held in the Ministry by decision makers within the Health system, including support for the development of information and data access strategies.
- d. Establishes data and information management policies, standards, and ensures organization and enforcement of data governance to effectively manage and provide necessary access to data.
- e. Ensures that data access and information sharing requests meet confidentiality, integrity, availability, accountability, and audit ability requirements.
- f. Reports on the progress of data and information management governance for the Health Sector including metrics.
- g. Leads the creation and implementation of awareness and education strategies for data access, data capabilities, definition and appropriateness of data, rules on data access, and other data related issues to maximize use and access of health data.
- h. Responsible for enabling and supporting IM initiatives, including policy and information data access processes for the health and research sectors to support the identification and development of priority initiatives to support health outcomes.
- i. Working with stakeholders identifies and promotes research priorities for data access and use.
- j. Collaborates with stakeholders to explore options for facilitating the transfer of knowledge from research projects and programs that use MoH data and promote the use and value of health data from MoH data for research. This includes implementing a knowledge management strategy promoting research from data requests and related findings.
- k. Develops sector-wide strategies, including updates to eHealth and sector- wide IM/IT integrated planning, to maximize the value of information and health technology investments in support of Ministry governances, stewardship and service delivery.

Date: May 3, 2012

Information Management and Data Access

- a. Leads and delivers a client-focused service for data access requests and information sharing for research, evaluation and decision support for government, the health sector and other partners, academics and researchers.
- b. Oversees and facilitates data access requests and information sharing agreements from ministry partners and other stakeholders.
- c. Responsible for leading and implementing the open data strategy for the ministry to better enable citizens to access health sector information.
- a. Plays a lead role in achieving the management of health information as a strategic asset and in building the essential foundation (info-structure) for achieving Health outcomes. .
- b. Provides senior level leadership in the management of health data research with external organizations, including leading strategies for future research relationships with research agencies and centres, including the federal-provincial Canadian Institute for Health Information and other inter-jurisdictional organizations. This also includes managing the strategic development and approval of data requests linked to key external initiatives such as the BC Linked Health Database (which resides in the Centre for Health Services and Policy Research at UBC).

Data Stewardship

- a. Provides ministry Chief Data Steward responsibilities including accountability for the various leadership and legislative requirements of that role for government, including fostering and managing key stakeholder relations and engagement strategies.
- b. Provides strategic leadership and senior management responsibility for processes and requirements and providing expertise to support Ministry (and health sector) requirements for research agreements within legislative and policy parameters (including meeting privacy and security requirements).
- c. Provides strategic leadership and senior management responsibility for processes and requirements and providing expertise to support Ministry (and health sector) requirements for Information Sharing Agreements within legislative and policy parameters (including meeting privacy and security requirements)
- d. Responsible for Ministry information and data requirements in the development and implementation of Ministerial Designation Orders, Health Information Banks and Disclosure Directives.
- e. Responsible for Ministry requirements for information and data architecture and standards and maintaining Ministry alignment with corporate architecture and standards requirements.

Strategic Advisor

- a. Provides an information enterprise perspective and strategic solution approach to support the achievement of priority business and strategic objectives, including identifying governance, and opportunities for the Ministry to participate in and provide leadership for integrated IM/IT planning and management across the Health and public sector.
- b. Provides strategic advice and expertise to senior executives on the identification and response to emerging IM/IT challenges and requirements, including involvement in the development of Health Sector IM/IT projects and initiatives.

Date: May 3, 2012

Strategic Alignment

- a. Provides Health information management leadership working with the Office of the Chief Information Officer on information architecture, development and implementation of corporate solutions for IM/IT policy and standards, and for data/information management.
- b. Provides strategic liaison roles with key Ministry partners, Privacy Commissioner's office and other stakeholders to support government and Health sector business and strategic outcomes.
- c. Fosters partnerships through effective communication, consultation and collaboration with the Health sector and other partners to identify ways to involve B.C.'s health industry in prioritizing the province's annual health data research priorities.

SELECTION CRITERIA

Education:

- Master's degree in Health Information, Business, Public Administration or Social Sciences or equivalent degree.

Experience:

- 10 year progressive experience with the government planning and reporting cycle.
- Demonstrated experience in negotiating, conducting and leading information and/or management programs, studies and projects.
- Demonstrated experience in managing large projects involving multiple operations, multi-year schedules and significant resources affected.
- Demonstrated experience dealing with senior officials and elected officials.
- Research and academic experience

Knowledge:

- Considerable knowledge of information management and technology needs and solutions related to the sharing, access, gathering, analysis, compilation and privacy and security of sensitive government information, such as health information
- Extensive knowledge of information legislation and information sharing, including information access and privacy legislation.
- Considerable knowledge of policy development and implementation.
- Research and evaluation.

Skills/Abilities:

- Ability to communicate, both orally and in writing with senior executives and managers by providing and obtaining information, effectively, clearly, correctly, concisely, completely, logically, in a timely manner, and at an appropriate level and format, while maintaining confidentiality.
- Ability to establish/maintain effective working relationships with a wide variety of senior officials and individuals across the Health Care Sector.
- Ability to lead and direct the work of highly skilled knowledge workers in a demanding and time sensitive work environment.

COMPETENCIES

- Strategic Orientation and Leadership
- Results Focused
- Teamwork
- Service Orientation
- Innovations and Change

Date: May 3, 2012

*Health Sector IM/IT Division
Executive Director, Information Management and Data Access
Position # 0010859 – Strategic Leadership*

Applicants:

S22

Pages 7 through 39 redacted for the following reasons:

S22

Somner, Kurstie HLTH:EX

From: Amott, Rani J PSA:EX
Sent: Monday, May 7, 2012 10:26 AM
To: Somner, Kurstie HLTH:EX
Subject: Recruitment Plan: Req#10859 - Executive Director, Information Management, Stewardship and Data Access

Hello Kurstie,

It was a pleasure to speak with you regarding your competition. Below you will find a copy of your Recruitment Plan along with some additional information that will prepare you for your next steps. The information I am providing to you today can also be found in your requisition in the Recruitment System.

Here are your responsibilities:

- Obtain your ministry internal approvals
- Approval of posting (if applicable)
- Final shortlisting of applicants
- Conducting assessments, including the interview
- Completing Past Work Performance checks
- Final selection of applicant
- Providing verbal offer
- Submission of the completed (by applicant) Criminal Record Check (CRC) document to PSSG
- Providing applicant feedback
- Approving offer notification
- Sending your competition file to the Hiring Centre (You will receive a request from our file team that lists the files we require).

Competition Timelines: *These are the projected timelines for our competition*

POSTING LIVE: May 8, 2012

POSTING CLOSE: May 15, 2012

S.O.A./QUESTIONNAIRE REPORT: May 16, 2012

OFFER DATE: June 6, 2012

Recruitment Activities & Deliverables: *Your responsibilities and the support that the Hiring Centre will provide for this competition.*

1. Screening:

The Hiring Centre will pre-screen applicants using a questionnaire.

Only applicants who pass the screening questionnaire will be converted to prospects every two days throughout the competition.

The Hiring Centre will forward the results of the questionnaire within 24 hours of the posting close.

The Hiring Manager will create their own shortlist.

2. Assessments:

The Hiring Manager will decide if a written assessment is required based on the number of applicants. The Hiring Centre will administer the written assessment

The Hiring Manager will schedule the oral interviews

3. Recruitment Support:

The Hiring Manager will use their own assessment tools.

The Hiring Manager will use their own interview materials.

The following link will take you to assessment tools, guidelines and forms available to assist you:
<https://employee.gov.bc.ca/src/objects.cfm?objectID=2429>

4. Making an Offer:

Once you have completed your oral interviews, the Hiring Centre will:

Calculate years of Continuous Service (if requested).

Prepare and send the Offer, Regret and confirmation notifications (I will forward you a checklist of required information).

You will receive a notification from the Recruitment system that an offer is waiting for your approval. Once you have approved the offer, it will automatically be sent to your successful candidate for acceptance.

PLEASE NOTE: *The offer letter contains a link to the current Criminal Record Check (CRC) consent form. Your successful candidate must fill this out and bring it in to you for submission to PSSO (the instructions are on the form).*

Sending of the final regret letters initiates the 5 day review period, which we will monitor on your behalf. If you receive any requests for feedback during this time, including developmental requests, please let me know who you provided the feedback to, and on what date.

Unsuccessful *employee* applicants have the right to request an inquiry into the staffing decision from the Deputy Minister. Therefore, we must allow an additional 5 full days to pass from the date your feedback has been provided before confirming the offer. I will contact you at the end of the initial review period to determine if we can confirm the offer or when the extension of the review period will end.

Now that we have completed the Recruitment Plan, the next action will be for the posting to be created. Once it is ready, I will send you an email with the ad for your review and editing before it is finalized for posting. Once your ad is finalized for posting I will send you the link once it is posted and live on the employment site.

I hope you find this information informative.

Please do not hesitate to contact me if you have any questions.

Regards,
Rani

Rani Amott, Recruitment Consultant
The Hiring Centre | BC Public Service Agency
800-865 Hornby Street | Vancouver BC | V6Z 2G3 | T 604 360 5992
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772

*The Hiring Centre is committed to responding to you within 24 hours
If you have any questions, please do not hesitate to contact me on my direct line – 604 360 5992*



Where ideas work

Additional information

Following is some additional information you might find useful at this time.

Questionnaire:

Your Recruitment Consultant will be using a questionnaire as a method of conducting the initial screening of applicants against the mandatory minimum criteria (education and experience) required for your position. Using a questionnaire requires applicants, by answering a short number of “yes/no” or multiple choice questions, to indicate whether or not they possess the minimum education and experience you are seeking. Questionnaires can be very effective in situations where a large volume of applicants is expected, and where the educational and experience requirements have been clearly stated. You will find additional information on [questionnaires here](#).

Setting up Delegates

There will be times when you want other staff members to view your competition and possibly act as approvers. Here are the [instructions](#) on how to set up delegates.

Security Screening - Please note that the security screening happens once the offer has been made.

Criminal Record Check (CRC): The position you are filling has been designated by your ministry as requiring a Criminal Record Check (CRC) under the [Security Screening Policy](#). This requirement will be included in the job posting.

At the conclusion of your selection process, we will ensure the job offer letter states that the CRC is a requirement of employment, and will provide a link to the consent form that the applicant needs to complete. You will be responsible for initiating the CRC using the [on-line service of the PSSO](#) at the Ministry of Public Safety and Solicitor General. When you have received notification of the results of the check from the PSSO, you will then inform us as to whether or not we can proceed to confirm the offer of employment.

OR

Criminal Records Review Act (CRRRA): Please note that the security screening happens once the offer has been made. The position you are filling requires a criminal record check under the [Criminal Records Review Act \(CRRRA\)](#), which applies to all employees who work with children and vulnerable adults. This requirement will be included in the job posting.

At the conclusion of your selection process, we will also ensure that the job offer letter states that the CRRRA is a requirement of employment, and will provide a link to the consent form that the applicant needs to complete. You will be responsible for sending the completed consent form to the PSSO, as per the instructions on the form. When you have received notification of the results of the check from PSSG, you will then inform us as to whether or not we can proceed to confirm the offer of employment.

Years of Continuous Service:

Seniority and calculating relatively equal must be completed for all included vacancies. More information on [Years of Continuous Service](#).

Five day review period:

All employees have a right for a review once they receive notification that they were not selected. More information on the [five-day review period](#).

Offer, Regret and Confirmation Notification:

The Hiring Centre is responsible for the preparation and sending of all electronic notifications (offer, regret and confirmation) through the automated Recruitment System. These notifications are the contractual transactions that are date/time stamped which verifies when an offer has been sent and has been accepted by the applicant. The system also tracks when the regret notifications are sent.

The confirmation notification is sent once the Recruitment Consultant confirms with you that the five day review period is complete and that you have received the CRC back and it is confirmed that the applicant can be hired. All notifications are stored in our system and at any time, you can retrieve copies if required.

Many Hiring Managers have begun sending a customized "Welcome to the Ministry" letter which can include information that is specific to your business unit or your Ministry.

Competition File Checklist:

This is a checklist which describes the documents which the Hiring Centre is responsible for retaining and those that you will need to retain. Please review this list, sign the form acknowledging your possession of the files and return to the Hiring Centre.

Work Force Adjustment:

This is a reminder that while your vacancy is not being held back for *work force adjustment* referrals, at any time up to point of offer of appointment, an impacted qualified individual may be referred to you to consider for your vacancy.

Training Modules:

The Hiring Centre has a presentation and three training modules to introduce new hiring managers to changes in hiring in the Public Service. For more information please visit the [Learning Centre website](#).

TITLE: EXECUTIVE DIRECTOR, INFORMATION MANAGEMENT, STEWARDSHIP AND DATA ACCESS

CLASSIFICATION: STRATEGIC LEADERSHIP

MINISTRY: HEALTH

WORK UNIT: HEALTH SECTOR IM/IT

SUPERVISOR TITLE: ADM

SUPERVISOR POSITION #: 79598

JOB OVERVIEW

Describe primary role of the job.

SPECIFIC ACCOUNTABILITIES/DELIVERABLES:

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- a. Provides leadership, and direction for the use of and access to health sector data for evidence informed decisions, policy, research and evaluation to support the achievement of health outcomes.
- b. Accountable for determining, describing and enforcing the business rules and definitions for data and ensuring that data is managed as a strategic asset.
- c. Executive responsibility for the management of access to data and information held in the Ministry by decision makers within the Health system, including support for the development of information and data access strategies.
- d. Establishes data and information management policies, standards, and ensures organization and enforcement of data governance to effectively manage and provide necessary access to data.
- e. Ensures that data access and information sharing requests meet confidentiality, integrity, availability, accountability, and audit ability requirements.
- f. Reports on the progress of data and information management governance for the Health Sector including metrics.
- g. Leads the creation and implementation of awareness and education strategies for data access, data capabilities, definition and appropriateness of data, rules on data access, and other data related issues to maximize use and access of health data.
- h. Responsible for enabling and supporting IM initiatives, including policy and information data access processes for the health and research sectors to support the identification and development of priority initiatives to support health outcomes.
- i. Working with stakeholders identifies and promotes research priorities for data access and use.
- j. Collaborates with stakeholders to explore options for facilitating the transfer of knowledge from research projects and programs that use MoH data and promote the use and value of health data from MoH data for research. This includes implementing a knowledge management strategy promoting research from data requests and related findings.



- k. Develops sector-wide strategies, including updates to eHealth and sector- wide IM/IT integrated planning, to maximize the value of information and health technology investments in support of Ministry governances, stewardship and service delivery.

Information Management and Data Access

- a. Leads and delivers a client-focused service for data access requests and information sharing for research, evaluation and decision support for government, the health sector and other partners, academics and researchers.
- b. Oversees and facilitates data access requests and information sharing agreements from ministry partners and other stakeholders.
- c. Responsible for leading and implementing the open data strategy for the ministry to better enable citizens to access health sector information.
- a. Plays a lead role in achieving the management of health information as a strategic asset and in building the essential foundation (info-structure) for achieving Health outcomes. .
- b. Provides senior level leadership in the management of health data research with external organizations, including leading strategies for future research relationships with research agencies and centres, including the federal-provincial Canadian Institute for Health Information and other inter-jurisdictional organizations. This also includes managing the strategic development and approval of data requests linked to key external initiatives such as the BC Linked Health Database (which resides in the Centre for Health Services and Policy Research at UBC).

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- b. Provides strategic leadership and senior management responsibility for processes and requirements and providing expertise to support Ministry (and health sector) requirements for research agreements within legislative and policy parameters (including meeting privacy and security requirements).
- c. Provides strategic leadership and senior management responsibility for processes and requirements and providing expertise to support Ministry (and health sector) requirements for Information Sharing Agreements within legislative and policy parameters (including meeting privacy and security requirements)
- d. Responsible for Ministry information and data requirements in the development and implementation of Ministerial Designation Orders, Health Information Banks and Disclosure Directives.
- e. Responsible for Ministry requirements for information and data architecture and standards and maintaining Ministry alignment with corporate architecture and standards requirements.

Strategic Advisor

- a. Provides an information enterprise perspective and strategic solution approach to support the achievement of priority business and strategic objectives, including identifying governance, and opportunities for the Ministry to participate in and provide leadership for integrated IM/IT planning and management across the Health and public sector.

- b. Provides strategic advice and expertise to senior executives on the identification and response to emerging IM/IT challenges and requirements, including involvement in the development of Health Sector IM/IT projects and initiatives.

Strategic Alignment

- a. Provides Health information management leadership working with the Office of the Chief Information Officer on information architecture, development and implementation of corporate solutions for IM/IT policy and standards, and for data/information management.
- b. Provides strategic liaison roles with key Ministry partners, Privacy Commissioner's office and other stakeholders to support government and Health sector business and strategic outcomes.
- c. Fosters partnerships through effective communication, consultation and collaboration with the Health sector and other partners to identify ways to involve B.C.'s health industry in prioritizing the province's annual health data research priorities.

Position Title:

Executive Director, Information Management, Stewardship and Data Access

Position #: 93442

Specific Accountabilities/Deliverables***Data Governance and Information Sharing***

- a. Provides leadership, and direction for the use of and access to health sector data for evidence informed decisions, policy, research and evaluation to support the achievement of health outcomes.
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- a. Plays a lead role in achieving the management of health information as a strategic asset and in building the essential foundation (info-structure) for achieving Health outcomes.
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Position Description

Ministry of Health

Position Title:	Executive Director, Policy, Information Management and Data Stewardship	Position #:	93442
Division:	Health Sector IM/IT (HSIMT)		
Branch:	Policy, Information Management and Data Stewardship	Location:	Victoria
Supervisor's Title:	Assistant Deputy Minister, HSIMT	Position #:	79598
Supervisor's Classif:		Phone #:	
For Agency Use Only		NOC Code:	
Approved Classif:		Class Code:	
Entered By:		Phone #:	

PROGRAM (OPTIONAL)

The **Health Sector IM/IT Division (HSIMT)** consolidates technology and information management systems into one portfolio to ensure a coordinated and innovative approach for the provision of accurate, relevant and timely health information. The program area aligns stakeholder information and data requirements to existing technologies and to identify new and improved applications and best practices for the delivery of system-wide health information management. **HSIMT** is accountable for the overall consolidation, restructuring and maintenance of information technologies to enable health service providers (HSP) and managers to construct and implement evidence-based business decisions for planning, research, resource allocation and administration. **HSIMT** oversees and leads the development of provincial and national standards, while ensuring the integration of these activities, addressing the information management requirements of the health system and ensuring access, confidentiality and accountability to the general public.

PURPOSE OF THE POSITION

The **Executive Director, Policy, Information Management and Data Stewardship** provides the leadership and accountability focus for a combination of new strategic roles and previously existing executive responsibilities. The position is responsible for providing strategic policy and senior advisory services (and associated change strategies) and for leading information management and data stewardship across the Ministry and the Health sector. The position is also the Chief Data Steward for Health and, as such, is responsible for the data stewardship and information sharing requirements of the Ministry and specifically those legislated functions articulated in the *eHealth (Personal Health Information Access and Protection of Privacy) Act* and the *Freedom of Information and Protection of Privacy Act*.

NATURE OF WORK AND POSITION LINKS

The **Executive Director, Policy, Information Management and Data Stewardship** is a senior management position reporting directly to the Assistant Deputy Minister, Health Sector IM/IT. The position plays a strategic role and has corporate (i.e., Health sector) responsibilities and accountabilities in the achievement of strategic IM/IT Health outcomes. The position works directly with senior managers and executives within the Ministry, the Health sector, and the broader public sector, and with external stakeholders to ensure corporate IM/IT policies, and the necessary information/data management infrastructure is in place and implemented to support Health sector business and resource priorities. The areas of responsibility for the position are high profile and high risk from resource, security, privacy, service and information access and management standpoints.

The position also serves as the Chief Data Steward for the Ministry and is responsible for evolving this role into a leadership and strategic focus for the Health sector, including liaising with the public Data Stewardship Committee, the Information and Privacy Commissioner, Health Authorities and other key stakeholders, and supporting the Ministry in meeting its new legislated responsibilities.

The position will also provide a strategic link for Ministry of Health support and involvement in the achievement of the "IM/IT Vision for the Province of BC", including key components such as realizing an enterprise approach to IM/IT investment, managed infrastructure planning and development, information sharing for better outcomes, evidence and outcomes based approaches to policy and investment decisions, and stakeholder engagement strategies, including with the Broader Public Sector.

The position will be the senior point of contact for wide array of external stakeholders and will be responsible for fostering and managing appropriate stakeholder engagement strategies and stakeholder relations to support Health sector IM/IT, information management/sharing, and data stewardship strategies.

The position links include:

- **Deputy Minister and Ministry Executive** – Provides expert advice to senior executives on strategic policy and legislation, information management and data stewardship, and major business issues related to IM/IT.
- **Assistant Deputy Minister** – Provides executive leadership and responsibility for strategic policy, information management and data stewardship for the Assistant Deputy Minister to achieve priority business and strategic objectives. Provides an enterprise perspective and advisory role and a change management and implementation focus for IM/IT initiatives.
- **Office of the Government Chief Information Officer** – Provides on-going strategic liaison with the Office of the Government CIO, including identifying and leading partnership and leadership opportunities for the Ministry of Health (e.g., providing executive leadership with senior CIO staff in the development of a corporate Identity Management Program for government and utilizing Health's requirements and experiences in support of this corporate approach for government).
- **Health Authorities** – Provides direct liaison with senior IM/IT executives in Health Authorities, including engagement on integrated health sector IM/IT planning and strategic alignment and investment management, and data/information requirements and strategies.
- **Senior Executive and Steering Committees** – Provides strategic policy and data/information management perspective to senior executive and IM/IT steering committees (e.g., IIP SC, iEHR/PLIS SC, etc.).
- **Data Stewardship Committee** – As Chief Data Steward, provides formal principle point of contact for data stewardship responsibilities between the Ministry and this public Committee.
- **Research Organizations** – Provides senior ministry contact point with key research organizations (e.g., UBC Centre for Health Services and Policy Research, Canadian Institute for Health Information) to ensure appropriate relationship management and alignment.
- **Information Sharing Partnerships** – Provides senior Ministry contact with key organizations with respect to information sharing relationships (e.g., College of Physicians and Surgeons, College of Pharmacists, CIHI),
- **Other Organizations (e.g., other ministries, service delivery partners, funding bodies, and other governments)** – Provides advice on IM/IT policy, information management and data stewardship and on partnership engagement and strategic liaison opportunities with key Ministry partners and stakeholders, including other ministries, service delivery partners, other governments, interest groups, etc.
- **Others** – Provides strategic advice and leadership in addressing long and short-term high priority business and strategic initiatives within the overall Division's and Ministry's framework.

SPECIFIC ACCOUNTABILITIES/DELIVERABLES

1. *Strategic Policy.*

- a. Responsible for leading a strategic approach to IM/IT policy for the Health sector, including developing policy strategies and providing counsel, policy analysis and advice, coordinating policy development and implementation processes, stakeholder engagement and consultation, policy liaison and coordination with the Health authorities, IM/IT legislative strategies and coordination, liaising with central agencies, (including Treasury Board staff, the Chief Information Officer, and shared services organizations).
- b. Provides focus for evidence and value based approach to business and policy decision making to support the achievement of strategic Health outcomes, including providing leadership in the development of and implementation of the Integrated IM/IT Plan.
- c. Responsible for identifying and managing IM/IT strategies and initiatives, including policy and information initiatives such as the Identity Management strategy for health and the identification and development of priority initiatives to support Health outcomes.

2. Information Management.

- a. Plays a lead role in achieving the management of health information as a strategic asset and in building the essential foundation (infostructure) for achieving Health outcomes. This includes promoting the architecting of information and data requirements into systems design and development and fostering proactive utilization of information resources to support Health services.
- b. Executive responsibility for the management of access to data and information held in the Ministry by decision makers within the Health system, including support for the development of information and data access policies and strategies.
- c. Senior manager responsible for the Aggregated Health Information Project (AHIP) and its successor program, aimed at developing a responsive and integrated provincial health information management infrastructure capable of quickly and comprehensively supporting new types of analyses as needs and requirements evolve and develop.
- d. Provides senior level leadership in the management of health data research with external organizations, including leading strategies for future research relationships with research agencies and centres, including the federal-provincial Canadian Institute for Health Information and other interjurisdictional organizations. This also includes managing the strategic development and approval of data requests linked to key external research initiatives such as the BC Linked Health Database (which resides in the Centre for Health Services and Policy Research at UBC).
- e. Develops sector-wide strategies, including updates to eHealth and sector-wide IM/IT integrated planning, to maximize the value of information and health technology investments in support of Ministry governances, stewardship and service delivery.

3. Data Stewardship.

- a. Ministry Chief Data Steward, with accountability for the various leadership and legislative requirements of that role for government, including fostering and managing key stakeholder relations and engagement strategies.
- b. Provides strategic leadership and senior management responsibility for processes and requirements and providing expertise to support Ministry (and Health sector) requirements for research agreements within legislative and policy parameters (including meeting privacy and security requirements).
- c. Provides strategic leadership and senior management responsibility for processes and requirements and providing expertise to support Ministry (and Health sector) requirements for Information Sharing Agreements within legislative and policy parameters (including meeting privacy and security requirements).
- d. Responsible for Ministry information and data requirements in the development and implementation of Ministerial Designation Orders, Health Information Banks, and Disclosure Directives.
- e. Responsible for Ministry requirements for information and data architecture and standards and maintaining Ministry alignment with corporate architecture and standards requirements.

4. Strategic Advisor/Solution Architect.

- a. Provides an enterprise perspective and strategic solution approach to support the achievement of priority business and strategic objectives, including identifying governance, policy and/or strategic requirements as well as opportunities for the Ministry to participate in and provide leadership for integrated IM/IT planning and management across the Health and public sector.
- b. Provides strategic advice and expertise to senior executives on the identification and response to emerging IM/IT challenges and requirements, including involvement in the development of Health sector IM/IT projects and initiatives.

5. Strategic Alignment

- a. Provides Health leadership in working with the Office of the Chief Information Officer in the architecture, development and implementation of corporate solutions for IM/IT policy and standards, and for data/information management, including senior leadership in the development of the corporate approach to public sector identity management.
- b. Provides strategic liaison roles with key Ministry partners to support government and Health sector business and strategic outcomes.
- c. Fosters partnerships through effective communication, consultation and collaboration with the Health Authorities and other external stakeholders.

- Annual Budget (approx. \$4 million)

DIRECT SUPERVISION (i.e. responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	5	
Supervises Staff through subordinate supervisors	46	

PROJECT/TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Manages contracts or service agreements		Provides formal training to other staff	
Leads project teams		Assigns, monitors and examines work of staff	

SPECIAL REQUIREMENTS

- Possession of a valid class 5 Driver's License.

TOOLS/EQUIPMENT

- Personal computer or laptop.
- Blackberry or equivalent.
- Standard office software (e.g., Word, Excel, PowerPoint).
- Standard office equipment (e.g., fax, phone, photocopier, scanner, printer).

WORKING CONDITIONS

- May require significant travel and work on weekends/evenings.

WORK EXAMPLES

- N/A.

COMMENTS

- N/A.

PREPARED BY

Name:	Date:	Phone #:
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EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. The accountabilities/deliverables were assigned to this position effective xxxxxx.
2. The information in this position description reflects the actual work performed.
3. A copy has/will be provided to the incumbent(s).

Name:	Signature:	Date:
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SELECTION CRITERIA

Education:

- Master's degree in Health Information, Business, Public Administration or Social Sciences or equivalent degree.

Experience:

- *10 yrs*
~~Eight years~~ progressive experience with the government planning and reporting cycle.
- Demonstrated experience in negotiating, conducting and leading information and/or management programs, studies and projects.
- Demonstrated experience in managing large projects involving multiple operations, multi-year schedules and significant resources affected.
- Demonstrated experience dealing with senior officials and elected officials.

Knowledge:

- Considerable knowledge of information management and technology needs and solutions related to the sharing, access, gathering, analysis, compilation and privacy and security of sensitive government information, such as health information.
- Extensive knowledge of information legislation, including information access and privacy legislation.
- Considerable knowledge of policy development and implementation.

Skills/Abilities:

- Ability to communicate, both orally and in writing with senior executives and managers by providing and obtaining information, effectively, clearly, correctly, concisely, completely, logically, in a timely manner, and at an appropriate level and format, while maintaining confidentiality.
- Ability to establish/maintain effective working relationships with a wide-variety of senior officials and individuals across the Health Care Sector.
- Ability to establish priorities and organize one's own and the workload of others, achieving results within acceptable timeframes.
- Ability to lead and direct the work of ~~middle managers and~~ highly skilled knowledge workers in a demanding and time-sensitive work environment.

COMPETENCIES

- Strategic Orientation and Leadership
- Results Focused
- Teamwork
- Service Orientation
- Innovations and Change

EXCLUSION RATIONALE/STATEMENT

Priority:	High (position requires staffing)
Exclusion Process:	Reverse Onus
Union Dues Owed:	N/A - New Position (never been encumbered on a temporary or permanent basis)
Job Title:	Executive Director, Policy, Information Management and Data Stewardship
Classification:	Strategic Leadership
Branch/Program:	Policy, Information Management and Data Stewardship
Division:	Health Sector IM/IT (HSIMT)
Position #:	93442
Position Status:	Vacant
Incumbent:	N/A
# of Staff Supervised:	Direct: 5 / Indirect: 46

Role Description:

The position is responsible for providing strategic policy and senior advisory services (and associated change strategies) and for leading data stewardship and information management across the Ministry and the Health sector. The position is also the Chief Data Steward for Health and, as such, is responsible for the data stewardship and information sharing requirements of the Ministry and specifically the legislated functions articulated in the *eHealth (Personal Health Information Access and Protection of Privacy) Act* and the *Freedom of Information and Protection of Privacy Act*.

The position plays a strategic role and has corporate (i.e., Health sector) responsibilities and accountabilities in the achievement of strategic IM/IT Health outcomes. The position works directly with senior managers and executives within the Ministry, the Health sector, and the broader public sector, and with external stakeholders to ensure corporate IM/IT policies, and the necessary information/data management infrastructure is in place and implemented to support Health sector business and resource priorities. The areas of responsibility are high profile and high risk from resource, security, privacy, service, and information access and management standpoints.

As Chief Data Steward, the position is responsible for evolving this role into a leadership and strategic focus for the Health sector, including liaising with the public Data Stewardship Committee, the Information and Privacy Commissioner, Health Authorities, and other key stakeholders, and supporting the Ministry in meeting its new legislated responsibilities.

The position will be the senior point of contact for a wide array of external stakeholders and will be responsible for fostering and managing appropriate stakeholder engagement strategies and stakeholder relations to support Health sector IM/IT, information management/sharing, and data stewardship strategies.

The position also provides a strategic link to key stakeholders and partner organizations, including on-going priority liaison with the Office of the Chief Information for BC (in realizing the "IM/IT Vision for the Province of BC"), and involving priority initiatives in partnership with the Office of the Government CIO such as the development of an Corporate Identity Management Program.

Rationale/Statement:

The Executive Director Corporate Solutions requires exclusion status because it:

- a) Supervises staff and has full disciplinary authority, including ability to suspend an employee. The position supervises 51 staff (5 direct and 46 indirect), and has authority to set hours of work, impose discipline, suspend an employee, and responsibility to pursue a disciplinary grievance to arbitration **(Step 2)**
- b) Provides expert advice to Minister(s), Deputy Minister(s), ADM(s), other Executive members of the ministry (or other organizations such as Health Authorities) and the Government Chief Information Officer on highly confidential and sensitive issues.
- c) Plays a strategic policy role in support of the achievement of Health sector IM/IT outcomes and in identifying and responding to emerging IM/IT challenges and requirements. This includes the development of corporate IM/IT strategies, policies, plans, projects, and other initiatives that have significant resource and other implications (e.g., organizational design, financial/human resource requirements, and new technologies/systems requirements) across the broader public sector, across the Health sector, across government, and within the Ministry. The position is a principle advisor, strategist and change agent for enterprise and priority IM/IT business plans, information requirements and emerging issues. The areas of responsibility are high profile and high risk from resource, security, privacy, service, and information access and management standpoints.
- d) Directs the preparation of Cabinet/Treasury Board submissions, materials to support legislative processes, and critical policy frameworks and other reports to senior levels of government.
- e) Provides senior corporate policy, information management and data stewardship advice and expertise and independently represents ministry and health sector in developing partnership engagement strategies and strategic liaison opportunities with key government stakeholders and partners. The position provides strategic leadership in the design of IM/IT business and service delivery options and identifies and recommends on impacts and key business connections. The position represents ministry interests in cross-government, broader public sector and public IM/IT alignment plans. Due to the scope and impact of the initiatives of the ministry, outcomes led by this position may be leveraged for all of government (e.g., IM/IT policies and plans, identity management strategies, privacy, security, data stewardship, impacts of IM/IT investment on business and service delivery models).
- f) Serves as second-in-command to the ADM for strategic policy, data stewardship and information management for the Health sector and is the primary contact/liaison with the Government Chief Information Officer (GCIO). The position assists the ADM in strategic management of divisional priorities, including working with other senior staff in preparing decision and strategic materials and in independently screening and reviewing information prepared for the ADM to assist with the ADM's capacity to manage the corporate strategic IM/IT requirements of the health sector.
- g) Has access to the most sensitive of government information (including human resource information) and will be involved in the development of agreements for sharing information and in data stewardship initiatives and directions that include significant privacy implications for BC citizens. The position will identify and lead the development of governance and policy requirements for managing such information. The position will also lead the development of strategies and represent ministry interests in corporate (pan-Canadian, inter-agency, corporate government, including the broader public sector, health sector, ministry) policies on IM/IT (e.g., information sharing for better outcomes). Such opportunities support and enable the achievement of government priorities by

Screening Form and Results

Somner, Kurstie HLTH:EX

From: Stern, Kathy A PSA:EX
Sent: Thursday, May 17, 2012 10:31 AM
To: Somner, Kurstie HLTH:EX
Cc: Amott, Rani J PSA:EX
Subject: Req 10859 SOA and Questionnaire Report
Attachments: REQ 10859 SOA and Questionnaire Report.xls

Dear Kurstie,

The posting for Executive Director closed yesterday and the next step will be your assessment of the selected candidates.

Attached you will find the results of the questionnaire we used as part of the application process. Please review the information and let me know if you have any questions.

Please let us know who were screened out so that we can send the regret notification.

Additional Information

I have attached further information for your reference as you move forward with these next steps.

There is excellent information on MyHR regarding [competencies](#) and [interview questions](#).

[Marking Guide Information](#)

[Past Work Performance](#)

[Years of Continuous Service](#)

[Offers of Employment & Confirmation of Offer](#)

When you are ready to make an offer.

The Hiring Centre is responsible for the preparation and sending of all electronic notifications (offer, regret and confirmation) through the automated Recruitment System. These notifications are the contractual transactions that are date/time stamped which verifies when an offer has been sent and has been accepted by the applicant. The system also tracks when the regret notifications are sent.

The confirmation notification is sent once the Recruitment Consultant confirms with you that the five day review period is complete and you have received the Security Screening back and it is confirmed that the applicant can be hired. All notifications are stored in our system and at any time, you can retrieve copies if required.

Many Hiring Managers have begun sending a customized "Welcome to the Ministry" letter which can include information that is specific to your business unit or your Ministry.

Competition File Checklist – This is a checklist which describes the documents the Hiring Centre is responsible for retaining and those that you generate and will need to retain.

Sincerely,

Kathy Stern on behalf of

Rani Amott, Recruitment Consultant

The Hiring Centre | BC Public Service Agency

800-865 Hornby Street | Vancouver BC | V6Z 2G3 | T 604 360 5992

MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772

The Hiring Centre is committed to responding to you within 24 hours

If you have any questions, please do not hesitate to contact me on my direct line – 604 360 5992



Where ideas work

REQ 10859 Questionnaire Report

STRAT LEAD - Executive Director

are about to or a position e BC Public a. Have you id your resume and/or cover o demonstrate u meet the ations? If not, e Employment button to back the process.	2-My highest level of completed education in Health Information, Business, Public Administration Social Sciences or equivalent field is:	3-I have the following number of years of progressive experience with government in a leadership role:	4-Referring to my leadership experience in question 3 above, this involved leadership in the following areas (select all that apply):	5-I have experience working in privacy, information security and IM/IT policy:	6-I have experience dealing with both senior and elected officials:	7-I have experience in issues management:	8-I have experience working with the research community, as a researcher and government funder as well experience in applying research to government policy and practice:	9-I have experience managing the following types of projects (select all that apply):
confirm	Bachelor's Degree	More than 10 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
confirm	Bachelor's Degree	7 to 10 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
confirm	Diploma	More than 10 years	Strategic program development and implementation Legislation	Yes	Yes	Yes	No	Training projects Promotion of initiatives and awareness projects
confirm	Master's Degree	I have no experience in this area but I am interested in obtaining it	Strategic program development and implementation	Yes	No	Yes	No	Promotion of initiatives and awareness projects
confirm	Master's Degree	7 to 10 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	No	Yes	No	Training projects Curriculum development projects Promotion of initiatives and awareness projects
confirm	Master's Degree	More than 10 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
confirm	Master's Degree	4-7 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
confirm	Master's Degree	More than 10 years	Strategic program development and implementation	No	Yes	Yes	No	I do not have experience managing these types of projects but I am interested in obtaining some

REQ 10859 Questionnaire Report

STRAT LEAD - Executive Director

1- Are you about to apply for a position in the BC Public Service. Have you attached your resume and/or cover letter to demonstrate your qualifications? If not, click the Employment button to back of the process.	2- My highest level of completed education in Health Information, Business, Public Administration Social Sciences or equivalent field is:	3- I have the following number of years of progressive experience with government in a leadership role:	4- Referring to my leadership experience in question 3 above, this involved leadership in the following areas (select all that apply):	5- I have experience working in privacy, information security and IMAT policy:	6- I have experience dealing with both senior and elected officials:	7- I have experience in issues management:	8- I have experience working with the research community, as a researcher and government funder as well experience in applying research to government policy and practice:	9- I have experience managing the following types of projects (select all that apply):
I confirm	Bachelor's Degree	I have no experience in this area but I am interested in obtaining it	Policy Research and program evaluation	Yes	No	Yes	Yes	Training projects Curriculum development projects
I confirm	Master's Degree	I have no experience in this area but I am interested in obtaining it	I do not have the leadership experience noted in question 3	No	No	No	No	I do not have experience managing these types of projects but I am interested in obtaining some
I confirm	Master's Degree	1-4 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	No	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
I confirm	Master's Degree	I have no experience in this area but I am interested in obtaining it	I do not have the leadership experience noted in question 3	Yes	Yes	Yes	Yes	Training projects
I confirm	Master's Degree	More than 10 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
I confirm	Bachelor's Degree	More than 10 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
I confirm	Master's Degree	More than 10 years	Strategic program development and implementation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
I confirm	Bachelor's Degree	7 to 10 years	Strategic program development and implementation Research and program evaluation	Yes	Yes	Yes	No	Training projects

REQ 10859 Questionnaire Report

STRAT LEAD - Executive Director

are about to for a position ie BC Public e. Have you rd your resume and/or cover o demonstrate ou meet the ations? If not, e Employment button to back the process.	2-My highest level of completed education in Health Information, Business, Public Administration Social Sciences or equivalent field is:	3-I have the following number of years of progressive experience with government in a leadership role:	4-Referring to my leadership experience in question 3 above, this involved leadership in the following areas (select all that apply):	5-I have experience working in privacy, information security and IM/IT policy:	6-I have experience dealing with both senior and elected officials:	7-I have experience in issues management:	8-I have experience working with the research community, as a researcher and government funder as well experience in applying research to government policy and practice:	9-I have experience managing the following types of projects (select all that apply):
confirm	Master's Degree	More than 10 years	Strategic program development and implementation Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
confirm	None of the above	More than 10 years	Strategic program development and implementation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
confirm	Bachelor's Degree	1-4 years	Strategic program development and implementation Research and program evaluation	No	Yes	Yes	Yes	Training projects Curriculum development projects
confirm	Master's Degree	1-4 years	None of the above	Yes	Yes	Yes	Yes	Training projects
confirm	Master's Degree	More than 10 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects
confirm	Master's Degree	More than 10 years	Strategic program development and implementation Legislation Policy Research and program evaluation	Yes	Yes	Yes	Yes	Training projects Curriculum development projects Promotion of initiatives and awareness projects

STRAT LEAD - Executive Director

HTH-2012-00223
Page63

Interviews

Interviewed Candidates:		
Candidate	Interview Date	Interview Time

S22

Interview Panel:	
Name	Title
Lindsay Kislock	Assistant Deputy Minister, HSIMIT
Barbara Walman	Assistant Deputy Minister, PSD
Kurstie Somner	Manager of Divisional Operations, HSIMT

Questions for Executive Director, Information Management and Data Access

May 22, 2012

1. S3

2. S3

3. S3

4. S3

5. S3

6. S3

Pages 68 through 97 redacted for the following reasons:

S3, S22

ASSISTANT DEPUTY MINISTER
MEDICAL SERVICES AND HEALTH HUMAN RESOURCES
&
ASSISTANT DEPUTY MINISTER
PHARMACEUTICAL SERVICES

MINISTRY OF HEALTH



Where ideas work

Executive Recruitment and Development Services
BC Public Service Agency

Ministry of Health

**Assistant Deputy Minister
Medical Services and Health Human Resources
Victoria**

The Ministry of Health has overall responsibility for ensuring that quality, appropriate, cost effective and timely health services are available for all British Columbians. The British Columbia health system is one of our most valued social programs - virtually every person in the province will access some level of health care or health service during their lives.

Reporting to the Chief Operating Officer, the Assistant Deputy Minister oversees the Medical Service Plan and is the primary point of contact between government, health authorities, and physician associations and professional organizations. The Assistant Deputy Minister provides the key linkage between the Ministry and health authorities for health human resource planning for physicians, nurses and allied healthcare professionals, and leads priority programs, initiatives and activities related to the provision of laboratory and diagnostic imaging services.

You should possess related university education or equivalent; excellent interpersonal skills and demonstrated ability to develop a strong collaborative relationship with stakeholders while clearly representing the interests of Government. Experience developing multi-party, complex agreements and leading negotiations; in a leadership role administering a high profile, multi-scope program; and in strategic business planning, project management and policy development. The ideal candidate will have experience in and knowledge of the health field.

For additional information on the Ministry of Health please visit:
<http://www.gov.bc.ca/health/index.html>

A role description and listing of qualifications and competencies are attached.

To express your interest in this opportunity, please submit application materials to Executive.Recruitment@gov.bc.ca by April 3, 2012. The appointee will be required to consent to a criminal record check. Thank you to all who express interest.

**Assistant Deputy Minister
Medical Services Division and Health Human Resources
Victoria**

Ministry Overview

The Ministry of Health has overall responsibility for ensuring that quality, appropriate, cost effective and timely health services are available for all British Columbians. The British Columbia health system is one of our most valued social programs - virtually every person in the province will access some level of health care or health service during their lives.

The Ministry works with health authorities, health care providers, agencies and other organizations to guide and enhance the Province's health services to ensure that British Columbians are supported in their efforts to maintain and improve their health. The Ministry provides leadership, direction and support to health service delivery partners and sets province-wide goals, standards and expectations for health service delivery by health authorities. The Ministry enacts this leadership role through the development of social policy, legislation and professional regulation, through funding decisions, negotiations and bargaining, and through its accountability framework for health authorities and oversight of health professional regulatory bodies.

Position

Reporting to the Chief Operating Officer, the Assistant Deputy Minister (ADM) oversees the Medical Service Plan and is the primary point of contact between government, health authorities, and physician associations and professional organizations. The ADM provides the key linkage between the Ministry and health authorities for health human resource planning for physicians, nurses and allied healthcare professionals, and leads priority programs, initiatives and activities related to the provision of laboratory and diagnostic imaging services.

Program & Accountabilities

The ADM, Medical Services and Health Human Resources Division (MS&HHR) is required to develop and maintain effective working relationships with Health Authority CEOs and VPs and a significant number of stakeholder organizations (including but not limited to the BC Medical Association and the executive from 32 organized physician associations; supplementary and allied healthcare provider associations; the UBC Faculty of Medicine; Deans of colleges and universities delivering health education programs; and the executives of the various regulatory colleges) in order to effectively carry out the following accountabilities.

Specific accountabilities by program area include:

Medical Services Plan

- oversees the administration of the Medical Service Plan on behalf of the Medical Services Commission and liaises with Health Insurance BC in the operation of the Plan;

Role Profile

Ministry of Health

- oversees development and implementation of clinical practice guidelines through the Guidelines and Protocols Advisory Committee, a joint committee of the British Columbia Medical Association and the Ministry of Health

Physician and Healthcare Provider Services

- oversees and/or leads the negotiation of the Physician Master Agreement and other service agreements between Government, the BC Medical Association and supplementary benefits providers;
- implements and monitors the programs and services negotiated in the Physician Master Agreement and other physician services agreements; and provides direction and oversight to the joint committees established under such agreements;
- provides strategic direction to health authorities on physician issues, including disputes and services withdrawals

Laboratory, Diagnostic and Blood Services

- is responsible for laboratory and diagnostic imaging services funding and expenditure, utilization management, and the development of regulations, policy and clinical practice guidelines;
- represents BC on inter-provincial committees and working groups related to blood, organ and tissue donation and transplantation programs, and supports the Minister of Health in all aspects of the Minister's role as a corporate member of Canadian Blood Services

Primary Care Redesign

- as co-lead of the Integrated Primary and Community Care initiative, leads primary care transformation and related clinical practice guidelines and redesign;
- is responsible for the establishment of Divisions of Family Practice and the Attachment to a Family Physician initiatives, in collaboration with health authorities, the BCMA and other key stakeholders

Postgraduate Medical Education

- co-leads the Medical Human Resource Planning Task Force to ensure that undergraduate and postgraduate medical training programs are appropriately managed and supported;
- negotiates the funding formula and related agreements for the provision of distributed postgraduate medical education and works to ensure the integrated planning and financial oversight of medical education programs

Medical and Health Human Resources Planning

- represents BC on the Federal/Provincial/Territorial Advisory Committee on Health Delivery and Human Resources;
- chairs and leads the work of the provincial Health Human Resources Strategy Council to develop and implement a provincial Health-Sector Human Resources Plan, including enhancing educational preparation of healthcare providers for practice in rural and aboriginal communities;

Role Profile

Ministry of Health

- liaises with regulatory colleges on scope of practice, assessment, licensure, quality and safety issues related to medical and health professionals

The ADM, MS&HHR participates as a full member of the Ministry's Executive Committee and is responsible for the organizational health and stability within the division, including divisional service planning within the context of the Ministry strategic plan, and employee engagement and productivity.

2011/12 budget - \$4.121 billion; FTEs - 117

Position Linkages

Minister, Deputy Minister, Associate Deputy Ministers: provide expert advice and recommendations related to issues management, and program and policy development

Cabinet and Caucus Committees: provides, as necessary, reporting, expertise, advice and recommendations for subjects falling within the purview of the ADM, including physician and other health human resource negotiations

External Stakeholders: develops significant relationships with key ministry and health sector professional organizations including the BCMA, the College of Physicians and Surgeons, the College of Licensed Practical Nurses, the College of Midwives, the College of Pharmacists and many others

Provincial and Inter-jurisdictional committees and councils: represents BC on the Federal/Provincial/Territorial Advisory Committee on Health Delivery and Human Resources; chairs the provincial Health Human Resources Strategy Council; co-chairs the Medical Education Financial Stewardship Committee; represents the ministry on the BC Academic Health Council; various other high level, high profile councils

Ministry Executive Committee: works with colleague ADMs within the Ministry to support the successful achievement of Ministry strategic goals and objectives

Qualifications

Related university education or equivalent; excellent interpersonal skills and demonstrated ability to develop a strong collaborative relationship with stakeholders while clearly representing the interests of Government. Experience developing multi-party, complex agreements and leading negotiations; in a leadership role administering a high profile, multi-scope program; and in strategic business planning, project management and policy development. The ideal candidate will have experience in and knowledge of the health field.

Credibility; ability to develop and encourage innovative change; a record of developing people through coaching, managing performance and mentoring; demonstrated fiscal management and budget planning skills; a track record in positions demanding confidentiality and discretion; ability to prepare and present complex issues to senior government officials and Ministers; ability to prioritize work in alignment with business goals and act in accordance with strategies, objectives, or goals; well developed analytical, conceptual and strategic management skills;

Role Profile

Ministry of Health

excellent verbal and written communications skills to represent the Ministry in dealings with clients and the general public.

Competencies:

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

In **Stakeholder Relationships**, ADMs 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.

ADMs 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**, ADMs 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

Ministry of Health

**Assistant Deputy Minister
Pharmaceutical Services**

Victoria

The Ministry of Health has overall responsibility for ensuring that quality, appropriate, cost effective and timely health services are available for all British Columbians. The British Columbia health system is one of our most valued social programs - virtually every person in the province will access some level of health care or health service during their lives.

Reporting to the Chief Operating Officer, the Assistant Deputy Minister, Pharmaceutical Services is responsible for the overall coordination and performance of the publicly funded pharmaceutical programs throughout the province. The position leads a range of complex, multi-dimensional issues and develops programs designed to provide British Columbians with timely access to cost-effective and evidence-based drug therapy.

You should possess a related university education or equivalent; leadership experience; excellent interpersonal skills and demonstrated ability to develop a strong collaborative relationship with stakeholders while clearly representing the interests of Government. Experience leading negotiations and in strategic business planning, project management and policy development. The ideal candidate will have experience in and knowledge of the health field and pharmaceutical sector.

For additional information on the Ministry of Health please visit:
<http://www.gov.bc.ca/health/index.html>

A role description and listing of qualifications and competencies are attached.

To express your interest in this opportunity, please submit application materials to Executive.Recruitment@gov.bc.ca by April 3, 2012. The appointee will be required to consent to a criminal record check. Thank you to all who express interest.

**Assistant Deputy Minister
Pharmaceutical Services Division
Victoria**

Ministry Overview

The Ministry of Health has overall responsibility for ensuring that quality, appropriate, cost effective and timely health services are available for all British Columbians. The British Columbia health system is one of our most valued social programs - virtually every person in the province will access some level of health care or health service during their lives.

The Ministry works with health authorities, health care providers, agencies and other organizations to guide and enhance the Province's health services to ensure that British Columbians are supported in their efforts to maintain and improve their health. The Ministry provides leadership, direction and support to health service delivery partners and sets province-wide goals, standards and expectations for health service delivery by health authorities. The Ministry enacts this leadership role through the development of social policy, legislation and professional regulation, through funding decisions, negotiations and bargaining, and through its accountability framework for health authorities and oversight of health professional regulatory bodies.

Program / Position

The mission of the Pharmaceutical Services Division (PSD) is to improve the health of British Columbians by advancing optimal drug therapy. In doing so, the division contributes to the Ministry's vision of a sustainable health system that supports people to stay healthy, and when they are sick provides high quality publicly funded health care services that meet their needs.

To promote the most effective use of prescription drugs, PSD consult with the public and stakeholders, educate doctors and patients about the best drug treatments, carefully select which drugs to cover, and make thoughtful decisions on how to distribute coverage.

Reporting to the Chief Operating Officer, the Assistant Deputy Minister (ADM), Pharmaceutical Services is responsible for the overall coordination and performance of the publicly funded pharmaceutical programs throughout the province.

The position leads a range of complex, multi-dimensional issues and develops programs designed to provide British Columbians with timely access to cost-effective and evidence-based drug therapy. Responsibilities includes: maintaining and strengthening patient-centred and evidence-based approaches to formulary management; maintaining and improving business practices to strengthen efficiencies and establish collaborative working relationships with stakeholders; developing policy that provides direction to PharmaCare program delivery and supports legislation; and managing a range of other significant initiatives to support the implementation of changes.

Role Profile
Ministry of Health

Accountabilities

The Assistant Deputy Minister:

- holds overall responsibility for the province's \$1B PharmaCare program;
- ensures access to safe, effective prescription drugs while managing pressures on expenditure growth
- oversees the province's drug approval process;
- negotiates and manages listing agreements that deliver cost effective drug therapies
- provides executive leadership and strategic advice on Ministry of Health pharmaceutical priorities;
- provides direction and leadership to strengthen patient-focused and evidence-based review processes and post-marketing surveillance. Oversees the development of evidence-based formulary management;
- provides expertise, leadership and innovation in development of a policy agenda for PharmaCare that is consistent with and contributes to overall Ministry strategic objectives;
- consults with key stakeholders to develop and implement improvements to program operations and policy;
- works with health authorities to coordinate pharmaceutical policies and formulary management across the province;
- provides briefings, expertise, advice and recommendations to the Minister, Deputy Minister, Associate Deputy Ministers, Cabinet, and Caucus Committees on proposed system changes;
- leads the development and implementation of a research agenda to manage, undertake and act on policy-relevant research;
- provides leadership to enable the implementation of major transformational projects and initiatives as arise from direction by government and Cabinet, or through recommendations included in major reports and reviews;
- participates as a full member of the Ministry's Executive Committee; and is responsible for the organizational health and stability within the division, including divisional service planning within the context of the Ministry strategic plan, and employee engagement and productivity.

2011/12 budget - \$1.153 Billion; FTEs - 105

Role Profile
Ministry of Health

Position Linkages

Minister, Deputy Minister, Associate Deputy Ministers: provide advice, recommendations and input on issues related to publicly funded pharmaceutical programs and practices

Cabinet and Caucus Committees: provides, as necessary, reporting, expertise, advice and recommendations

External Stakeholders: works with health sector external stakeholders including pharmacists, physicians, drug manufacturers, researchers, and counterparts in other jurisdictions

Ministry Executive Committee: works with colleague ADMs within the Ministry to support the successful achievement of Ministry strategic goals and objectives

Qualifications

Related university education or equivalent; leadership experience; excellent interpersonal skills and demonstrated ability to develop a strong collaborative relationship with stakeholders while clearly representing the interests of Government. Experience leading negotiations and in strategic business planning, project management and policy development. The ideal candidate will have experience in and knowledge of the health field and pharmaceutical sector.

Credibility; ability to develop and encourage innovative change; a record of developing people through coaching, managing performance and mentoring; demonstrated fiscal management and budget planning skills; ability to prepare and present complex issues to senior government officials and Ministers; ability to prioritize work in alignment with business goals and act in accordance with strategies, objectives, or goals; well developed analytical, conceptual and strategic management skills; excellent verbal and written communications skills to represent the Ministry in dealings with clients and the general public.

Competencies:

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

In **Stakeholder Relationships**, ADMs 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.

ADMs 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.

Role Profile

Ministry of Health

In **Leading People**, ADMs 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

Ministry of Health

**Assistant Deputy Minister
Medical Services and Health Human Resources
&
Assistant Deputy Minister
Pharmaceutical Services**

Interview Schedule

**Ministry Executive Offices
1515 Blanshard Street**

Wednesday May 2, 2012

S22



ADM, Medical Services & HRR / Pharmaceutical Services

Draft Interview Questions

1. S3

S3

2. S3

S3

3. S3

4. S3

S3

5. S3

S3

Pages 111 through 165 redacted for the following reasons:

S22

Assistant Deputy Minister
Pharmaceutical Services Division
Ministry of Health

Tab	Applicant Name
1	S22
2	
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4	
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12	
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14	
15	



Pages 167 through 270 redacted for the following reasons:

S22