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## *Manager, Business Analysis and Quality Assurance (Level 7)*

### *Background*

Created in 2007, the Canadian Partnership Against Cancer (“the Partnership”) is an independent organization funded by the federal government to accelerate action on a national cancer control strategy. The Partnership collaborates with a variety of experts, organizations and stakeholders across the country to harness the best of what is working well to control cancer and to effectively implement this strategy coast to coast. We share with our partners the common goals of reducing the risk of cancer, lessening the likelihood of Canadians dying from cancer and enhancing quality of life for those affected by cancer.

With funding for a second five-year mandate to 2017, our vision is to continue to lead, learn and take action on the growing body of evidence and knowledge about cancer prevention and care. With a focused approach, the Partnership will execute its strategic priorities, tangibly measure and demonstrate the impact of how its pan-Canadian cancer control strategy has reduced the burden of cancer on Canadians.

This position is part of the Finance and Corporate Services Division of the Partnership, headed by the VP. This Division is responsible for Finance, IT technical requirements and all Corporate Shared Services needed to secure a sound financial platform and ensure that the Partnership has the technical, operational, infrastructure and day-to-day capabilities necessary to achieve the maximum cancer-reducing impact for its mandated budget.

### *Overview of Role*

Reporting to the Director, Information Technology, the Manager, Business Analysis and Quality Assurance is accountable for leading and implementing all business analysis and quality assurance work in support of the Partnership’s efforts to accelerate cancer control in Canada.

Of primary importance to this role is proactively inspiring and managing business focused IT resources that serves as a core corporate services function to the Partnership by providing expertise on business analysis, quality assurance and IT education – from implementing standard operating process and procedures, applying best practices in business analysis and quality assurance, to advancing IT education within the Partnership, ensuring that the Partnership’s IT infrastructure and information systems maintain a high level of efficiency and effectiveness.

### *Mandate-Specific Accountabilities*

- Build and maintain a strong and integrated business analysis and quality assurance team that delivers value to the Partnership and its cancer control community. This requires the provision of clear direction, feedback and coaching to business and quality IT team members to support the work of the department and that brings value to our internal colleagues and external partners.

- Manage the development and documentation of business requirements to support new functionality enhancements and services for all Corporate IT Systems. Documentation includes use cases, workflows and results of business analysis translating the information into functional specifications
- Manage overall quality assurance to ensure business expectations are met including establishing and maintaining quality assurance requirements/standards, measures, and practices across IT corporate systems, processes, and procedures
- Manage the training and education for all IT systems and processes
- Works closely with the Manager, System Analysis and Web Development to manage the annual, quarterly, and day-to-day planning and execution of IT projects and tasks
- Works closely with the Manager, System Analysis and Web Development and Enterprise Architect to recommend process changes and other product lifecycle improvements
- Organize meetings with appropriate business and technical resources to determine business requirements and engage them in the ongoing development of the Corporate IT Systems
- Manage the quality of Corporate IT Systems through the design and execution test scenarios and test scripts
- Oversee the preparation of user acceptance and system test plans and execution.
- Provide analytic support to determine priorities for Corporate IT System releases, patches and upgrades
- Use project management methodologies and provide analytic support to evaluate progress on all projects, and their impact following implementation
- Manage the development of business process and procedural documentation
- Contribute to operational and strategic planning for Partnership work
- Responsible for meeting Corporate plan deliverables, allocating internal/external resources and delivering results on time and within budget
- Assist the Director, IT as directed

### *General Accountabilities*

- Drive innovation and culture change by managing empowered teams, integrating with cross-functional teams, delivering accelerated impact and reinforcing a collaborative culture
- Lead and coach direct reports
- Joint responsibility for staff engagement and collaboration
- Accountability for collaboration across divisions and portfolios
- Support Director Accountabilities, strategic priorities and core enabling functions
- Responsible for supporting division strategy and goals, allocating resources and delivering results on time and within budget

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### *Division of Time by Area of Accountability*

Delivering Core Mandate: 50-60%  
Supervising and Mentoring Direct Reports: 20%  
Driving Collaboration: 15 - 20%  
Supporting Director: 5-10%

### *Essential Skills and Attributes*

- A leader and team player accustomed to gracefully working and delivering results in a fast-paced environment
- Functional and regression test planning, writing and executing test cases and requirements specs
- Proven analytical skills, including using analysis to translate business requirements into system solutions, and supporting project management activity using tools such as Microsoft Project, Excel
- Project management and organization skills
- Quality and detail oriented
- Ability to proactively lead and respond to change
- A commitment to collaboration and a joint-accountability approach
- Strong internal and external relationship management skills
- Ability to interact and work effectively with staff, including end users and stakeholders to define business requirements and translating them into system specifications
- Excellent written and verbal communications skills
- Self-motivation and initiative
- Adaptability, flexibility, diplomacy and tact

### *Experience and Education*

- Bachelor degree in health sciences, health information, industrial engineering, or other related area
- Minimum 5-7 years relevant project experience (ideally in health care setting)
- Demonstrated leadership skills
- Strong analytical skills and interpretive abilities to analyze data to identify problems and make recommendations for improvements or change
- Advanced Microsoft Office product experience (e.g. Powerpoint, Excel, Word, etc.)
- Experience with project management methodology and analysis
- Experience with site/system administration
- Experience with content and document management systems
- Demonstrable experience analyzing and documenting complex business processes, and writing requirements specifications for information systems.