

## Position Description

### Business Analyst/Project Manager

Reporting to the HL7 CTO, the Business Analyst/Project Manager is a full-time (or near-full-time), non-volunteer contract position in HL7 International with responsibilities for assisting the CTO in analyzing project requirements, assisting in the preparation and management of contract solicitations and projects, and performing analysis and management tasks supporting HL7 initiatives such as the HL7 FHIR Accelerator program, grant-funded projects and process and tooling improvement projects.

#### Responsibilities

1. Work with the CTO, TSC Chair and FHIR Product Director to research and analyze problems, questions and opportunities to improve HL7 processes and address issues.
2. Analyze and document requirements for specific projects, produce analysis reports and presentations documenting current and proposed future state process solutions.
3. Work with the Director, PMO to assist in the planning and conduct of activities related to grant-funded programs and internal HL7 process improvement, system and tooling projects.
4. Assist in the preparation of RFIs and RFPs and participate in the review and selection process of contract awards.
5. Work with HL7 staff, volunteer leaders and participants in the development of educational materials (including process descriptions, tip sheets and checklists) to improve communication and understanding of HL7 processes, tools and methods.
6. Assist in the monitoring and review of active projects, perform follow ups as needed, and report back to the CTO and other HL7 leadership.
7. Represent HL7 on behalf of and as directed by the CTO at designated meetings with other Standard Development Organizations and collaborative organizations and report back with key issues and actions.

#### Qualifications:

- BA/BS or Master's degree in an appropriate area
- At least 5 years of experience conducting business analysis duties in a professional technical environment, including process definition and creation of reports and associated artifacts
- At least 3 years of experience in a project management role on small-to-medium IT, management consulting or software development projects
- Familiarity with standards development; HL7 and Health IT experience preferable but not required
- Solid technical background with understanding of software development and web technologies

- Programming experience not required, but expected to have prior experience working with a variety of commercial and bespoke software products
- Strong problem-solving skills and willingness to roll up one's sleeves to get the job
- Experience using graphical or modeling software (Visio, etc.)
- Proven ability to work independently
- May be office-based at HL7 HQ or remote-based
- Excellent oral and written communication skills.