

UW HEALTH JOB DESCRIPTION

| Business Planning Coordinator | | | |
|---|-------------------------|--|------------------|
| Job Code: 300104 | FLSA Status: Non-Exempt | Mgt. Approval: B. McDonough | Date: April 2022 |
| Department : Strategy Office | | HR Approval: B. Haak | Date: April 2022 |
| JOB SUMMARY | | | |
| <p>Under direction of the Director of Business Planning, the Business Planning Coordinator will provide general support to the UW Health business planning and development functions. These functions play a critical role in supporting leadership decision making regarding strategies and investments. This position will work closely with the business planning team and assist with analysis, tracking and organization of the business planning and business development functions.</p> <p>The Business Planning Coordinator will perform various support tasks and administrative duties such as: creating and maintaining tracking tools and reports, basic data analysis and research, coordinating the monitoring of business plan execution and results as well as scheduling meetings. Excellent time management, organizational, and communication skills are essential to this position.</p> <p>The Coordinator will work collaboratively as a member of a high performing planning team within the Strategy Office at UW Health. It will report directly to the Director of Business Planning. In addition, it will work very closely with other leaders and staff in the strategy office team.</p> | | | |
| MAJOR RESPONSIBILITIES | | | |
| <ul style="list-style-type: none"> • Prepares ad hoc and recurring reports on key strategic indicators for the organization (e.g. market share) • Leads coordination of the Strategy Office Nimble Environmental Scanning process where the team assesses industry and market trends and elevates to senior executives those of strategic importance to UW Health • Supports other business planning staff with basic analysis and research (e.g. competitive monitoring, environmental assessments, prevalence rates and trends) • Reviews planning deliverables for basic grammar and references (e.g. do totals foot? do references tie to numbers in a chart agree? etc.) • Maintains business planning and development U Connect site • Serves as admin role for any project SharePoint sites • Assists with department special projects as requested • Drafts project communications and PowerPoint presentations as assigned • Performs administrative duties as assigned, including coordination of key project meetings and retreats <p style="text-align: center;">ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</p> | | | |
| JOB REQUIREMENTS | | | |
| Education | Minimum | Associates Degree in Business, or related field | |
| | Preferred | Bachelor's Degree in Healthcare Administration, Business Administration, Information Technology or related field | |
| Work Experience | Minimum | Three (3) years of experience in administrative and project support roles | |
| | Preferred | Experience working in a healthcare setting | |
| Licenses & Certifications | Minimum | | |
| | Preferred | | |
| Required Skills, Knowledge, and Abilities | | <ul style="list-style-type: none"> • Ability to work independent and as part of a team • Good communication (written and verbal) and customer service skills • Ability to work with individuals across roles and disciplines • Experience preparing data for presentation, including completing simple calculations from data sets and preparing charts • Strong critical thinking skills, including the ability to identify inefficiencies and waste in processes • Ability to identify and translate best practices across projects • Ability to complete literature reviews and summarize findings | |

UW HEALTH JOB DESCRIPTION

| | |
|--|--|
| | <ul style="list-style-type: none"> • Ability to prioritize workload to meet timelines • Computer proficiency in PC based software applications: MS Word, Excel, PowerPoint, Visio • Must be energetic, forward-thinking with a positive and professional image • Ability to support creation of executive-level reports and presentations • Ability to address needs, make improvements, and proactively put forth ideas for improvement that are above-and-beyond the initial ask • Attention to detail; thoroughness required • Excellent organizational skills • Ability to work closely with all levels of management and administration effectively |
|--|--|

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

| Physical Demand Level | | Occasional Up to 33% of the time | Frequent 34%-66% of the time | Constant 67%-100% of the time |
|--|---|-------------------------------------|---|---|
| X | Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met. | Up to 10# | Negligible | Negligible |
| | Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree. | Up to 20# | Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls | Negligible or constant push/pull of items of negligible weight |
| | Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds. | 20-50# | 10-25# | Negligible-10# |
| | Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds. | 50-100# | 25-50# | 10-20# |
| | Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds. | Over 100# | Over 50# | Over 20# |
| List any other physical requirements or bona fide occupational qualifications: | | • | | |

Work/Environmental: Moderate noise level consistent with an office environment

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.