JOB POSTING

Position Title:	Data Analyst
Department:	Quality Improvement
Reports To:	Manager, Quality Improvement Strategies and Quality Improvement Plans
Location:	Toronto
Status:	Temporary Full-time (12 months)
Posting Period:	May 22 – June 5, 2018
Competition Number:	2018-083

Health Quality Ontario is the provincial advisor on the quality of health care. With the goal of excellent care for all Ontarians, Health Quality Ontario reports to the public on how the system is performing, develops standards for what quality care looks like, evaluates the effectiveness of new health care technologies and services, and promotes quality improvement aimed at sustainable positive change. Visit www.hqontario.ca for more information.

THE OPPORTUNITY

Reporting to the Manager, QI Strategies and QIPs, the Data Analyst is responsible for assisting with the preparation of data requests and interpretation of health data, as well as conducting exploratory analyses of data to look for trends and gaps and to assess data quality. The Data Analyst will also support the development of reports and other HQO products, including the production of graphs and other visuals, advising on interpretation of data, and verifying data quality. The Data Analyst will work closely with other units to support the maintenance of relevant databases and the development and testing of relevant software.

Areas of focus for this position may include a combination of analysis of survey data, administrative data and clinical data and will involve data from multiple healthcare sectors. The Data Analyst will also contribute to other work – e.g., indicator selection, strategic projects, and providing feedback to the report writing team. The areas of focus may change over time, as determined by the needs of the organization and the skills and preferences of the individual.

This work will be done collaboratively with a team of specialists (both internal and external to the QI Strategies and QIP team) but will work most closely with the department's Senior Analyst.

WHAT CAN I EXPECT TO DO?

General
- Contribute to the achievement of HQO's vision of a common quality agenda including, supporting quality improvement measurement methodologies to enable the capture of relevant and meaningful information to feed back to organizations

Analysis
- Conduct assigned quantitative and/or qualitative analyses of clinical, administrative or survey data to support the development of reports and studies.

- Conduct assigned and specific ad hoc requests for analysis (e.g. annual updates to analysis/indicators) and
- With direction, provide guidance and subject matter expertise to stakeholders seeking data for the purposes of presentations, reports, and planning
- With direction, prepare analysis summaries and assist with the preparation of documents and presentation materials describing analytic methods.
- Work with senior analyst to ensure accuracy and completeness of data used to prepare internal and external reports
- Assist with the design of data verification reports to validate data quality and data completeness
- Support the documentation of approach to analysis

Support
- Provide project support, assisting with data and analysis quality assurance process and fact checking activities.
- Assist with the preparation of technical notes/definitions, and draft written text for reports or analytic projects within agreed outlines.
- Assist with indicator review, prioritization and development
- Identify (in conjunction with internal and external stakeholders) and communicate business requirements to internal technology specialists to ensure a successful implementation of technical updates
- Assist with user acceptance testing for technical updates
- Build bridges between the various user interfaces and databases and recommends solutions and ideas based on this understanding

Relationship Management:
- Develop relationships with colleagues within team and across the organization to understand business/operations activities and research needs, share information and provide assistance in understanding analytical results.
- Manage relationships with stakeholders to ensure assigned project deliverables are clarified, understood and effectively managed.
- Build relationships with industry colleagues to remain current on industry best practices and trends.
- Communicate clearly with a variety of audiences and ensures interpretation of data is as clear as possible to stakeholders

HOW DO I QUALIFY?

To be considered for this opportunity, you will have:

Education:

- Undergraduate degree in medical sciences, epidemiology, the social or health sciences, biostatistics, mathematics, statistics, or another relevant discipline.

Experience:
- 2 years' experience using analytical techniques including SAS (Base & SQL) or other statistical software in health data analysis & reporting and database development.
- Knowledge of the Canadian health care system,
- Knowledge of data quality methodologies.

Preferred Experience:
- 3 years' experience in health services research, health system performance and/or community care or population health.
- 2 years of experience with administrative and/ or clinical data in the Ontario setting.
- Knowledge of health indicators (e.g. definitions, reporting periods, populations).

Key Competencies:
- Creativity – a novel thinker who enjoys generating and exploring innovative ideas and solutions.
- Attention to detail – to ensure accuracy and avoid gaffes.
- Initiative and independence – the ability to take appropriate action and anticipate organizational needs.
- Objectivity, integrity – the ability to seek and weigh opinions and evidence – compromising where necessary on ways and means but not on principles or goals.
- Diplomacy and tact – the ability to deal effectively with colleagues, stakeholders and the public from different disciplines with varying degrees of technical experience.
- High energy – capacity to work effectively in a rapid pace work environment.
- Team player – is flexible and enjoys working in a small team environment.
- Professionalism and reliability – ability to complete tasks, as assigned, in a timely manner with high quality results.

Key Organizational Competencies:

- **Think Strategically:** Think broadly to build long-term success; understand health care system impacts and maintain internal alignment.
- **Develop People:** Grow leadership capacity by investing time and resources to attract, retain and develop people. Build skills.
- **Be Agile:** Quickly respond to and shape an ever-changing health care system. Adapt, navigate and thrive in changing circumstances.
- **Act as One Organization:** Align on and build consistent business processes; set standards to ensure effective, quality health care delivery.
- **Nurture Partnerships and Relationships:** Cultivate effective and influential working relationships (internal and external) and collaborate to achieve mutually beneficial goals. Work effectively across the system.
- **Build Credibility:** Take personal ownership for delivering results and adding value in every interaction. Continually earn our place as a critical player in the Health Care landscape.

Qualified applicants are invited to submit a covering letter and resume to HQORes@hqontario.ca by 4:30 p.m. on the closing date, quoting the above competition number as well as your name. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

Health Quality Ontario is committed to meeting the needs of all individuals in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Should you require accommodations during the recruitment and selection process, please contact Human Resources

For additional information on Health Quality Ontario, please visit our website at www.hqontario.ca.