

**Internal / External
21-09**

Position:		RESEARCH ANALYST		Number of Positions:		1	
Classification:	TEMPORARY	NON-UNION			FTE:	1.0 = 35 HOURS PER WEEK	
Department:	PROGRAM FOUNDATIONS & FINANCE			Program:	POPULATION HEALTH ASSESSMENT, SURVEILLANCE AND EVALUATION		
Location:	BARRIE			Anticipated Date of Hire:	FEBRUARY 22, 2021		
Salary Range:	\$38.58 – \$43.20 HOURLY			Position Duration:	Anticipated to last up to FEBRUARY 18, 2022, which may be subject to an extension if required		
				Posting Date:	JANUARY 27, 2021		
Criminal Record Check:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			Vulnerable Sector Screening:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

Purpose of Position:

To design, collect and retrieve health and health-related data, analyze information, and develop and maintain databases for the purposes of planning effective, evidence-based public health programs and the communication and presentation of information and data to internal and external clients. To conduct literature reviews on topics of relevance, critical appraisal of literature, synthesis of information and report writing.

Responsibilities:

Plan, organize and co-ordinate data collection efforts to support program planning;

Advise health unit staff on epidemiology, biostatistics, & research design including: analyzing and interpreting statistical information, evaluation of the effectiveness, acceptability, availability & cost efficiency of the health unit programs and departments;

Select appropriate sources of data and methods/procedures for retrieving, analyzing interpreting and reporting health and health-related data based on needs of client or project;

Conduct literature reviews on topics of relevance;

Provide leadership in database management;

Contribute to team and agency effectiveness.

Specific knowledge, skills, abilities:

- Advanced skills in statistical software packages e.g. Stata, SPSS, graphical presentation software, reporting software and specialized programs such as Power BI;
- Advanced knowledge of database sources and emerging survey tools;

- Advanced assessment, analysis and problem solving skills;
- Advanced skills in Microsoft Excel and Access;
- Intermediate skills and demonstrated experience with Ministry of Health and Long-Term Care database applications;
- Intermediate knowledge of research methodology, statistical analysis, qualitative and quantitative analysis, survey design, tool development and data base design;
- Intermediate organizational, time management skills;
- Intermediate ability to retrieve, interpret & summarize relevant & current literature i.e. literature reviews;
- Intermediate written communication skills, including technical documents and correspondence;
- Intermediate oral communications skills including presentation skills and one-to-one instruction and training;
- Intermediate skills in Microsoft Word, PowerPoint and Outlook;
- Intermediate interpersonal communications skills including the ability to facilitate project planning with a team;
- Intermediate project management skills including project proposal development, work planning, training and coordination (assignment of work);
- Basic conflict resolution skills;
- Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district.

Education:

B.A./B.Sc. leading to knowledge and skill in relation to database design, data collection methods and statistical analysis AND Applied Post-Graduate Diploma/Degree; OR B.Sc. in statistics or a related field. Persons with other relevant education may be considered.

Related Experience:

3-5 years relevant, applied experience.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

- Knowledge and experience with mapping software;
- Previous employment experience in public health.

Deadline: 4:00 pm, TUESDAY, FEBRUARY 09, 2021

This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

For further details: refer to the RESEARCH ANALYST position description on our website at www.simcoemuskoka.org.

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **21-09** in the subject line

For internal SMDHU applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #**21-09** in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter outlining how you meet the requirements and qualifications of this position. Please ensure you indicate in your application that you have the requirements and qualifications listed for this position otherwise it will be deemed you do not have them.

For External Applicants Only:

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **21-09** in the subject line.

Due to the large volume of applications we receive, and to ensure your application is given due consideration, we kindly request all applications for this position include both an up-to-date resume, and a detailed cover letter including specific examples of how you meet the required qualifications and skills for this position. The cover letter is to clearly identify:

- a. How your education meets the educational requirements listed.
- b. How your experience meets the experience requirements listed.
- c. How your experience meets each of the required knowledge, skills and abilities listed.
- d. How your education and/or experience meet each of the listed assets, which are considered preferences.

Applicants who fail to satisfactorily provide the information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.