**Job id- 101**

**Job Title- Senior Analyst, Data Stewardship and Quality**

**Why is this role important?**

Reporting to the Program Lead, the Senior Analyst, Data Stewardship and Quality is responsible for evaluating and reporting on the quality of CIHI’s data holdings and information products by compiling and interpreting data and information from multiple sources, including carrying out statistical and qualitative analyses. They will support the development, implementation and improvement of corporate information quality tools and processes.

Working closely with CIHI staff and external stakeholders, the Senior Analyst will be responsible for helping identify client-specific and corporate data and information quality needs; planning and conducting analyses; synthesizing, summarizing and presenting results; and critically reviewing other sources of information such as research literature and technical documents. They will also participate in knowledge exchange, process improvement initiatives, strategic planning and promoting a quality culture across CIHI.

**What you'll do**

* Develops and maintains a detailed knowledge of CIHI data sources including reporting standards, data processes and methods, information quality, related analytical/information products.
* Develops and maintains a detailed knowledge of CIHI’s Information Quality Framework and the tools and activities that it encompasses; and supports its enhancement and implementation across the organization.
* Participates in quality-related projects, including project development, planning and coordination; conducting analysis; summarizing and interpreting results; writing reports and presenting findings to internal and external clients.
* Provides consultative support to internal and external clients with respect to the analysis of data to help identify, investigate and document quality issues; and suggests ways to improve information quality.
* Participates in the development and delivery of internal education and knowledge exchange sessions relating to data and information quality.
* Assists in the development of analytical techniques and information quality monitoring tools as needed. Develops and documents new analytic methodologies in collaboration with CIHI staff.
* Keeps current with respect to the relevant research literature.
* Participates in other corporate project teams as required.
* Contributes to the promotion of CIHI products and services through participation on committees, attendance at conferences, assisting with the preparation of articles for publication and other activities as required.
* Respects privacy and confidentiality of information by following related CIHI policies and procedures.
* Assumes responsibility for other related duties as assigned.

**What you'll bring to the table**

* Undergraduate degree in a relevant subject (for example, Health Information, Statistics, Social Sciences). Graduate degree is an asset.
* 3 - 5 years’ related experience. Preference will be given to candidates with experience in:
  + Synthesizing and presenting information for different audiences
  + Information quality management practices
  + Analyzing multiple large and complex datasets (including longitudinal data)
  + Strong conceptual and problem-solving skills.
  + Strong verbal communication skills; strong analytical and technical writing skills.
  + Ability to synthesize and translate data into information for non-analysts, including strong data visualization and report writing skills.
  + Knowledge of Python for data analysis and statistical methods (advanced knowledge is an asset).
  + Knowledge of data and information quality concepts, tools, methodologies and practices and the ability to apply them to a variety of data and products.
  + Knowledge of data governance practices, including metadata management, is an asset.
  + Ability to multi-task and work effectively in a matrix environment.
  + Knowledge of CIHI’s databases is an asset.
  + Knowledge of the Canadian health care system is an asset.
  + Ability to fulfill occasional travel requirements.
  + Fluency in English is required, bilingualism in both official languages is an asset.