

**Job Posting:** Data Analyst

**Start Date:** As soon as possible

**Job Details:** Part-time Contracted position 5-6 months

### **The Organization**

The Divisions of Family Practice is an innovation in health care in B.C., designed to support and advocate for family physicians, increase primary health care capacity and improve patient health outcomes. The Sea to Sky Division of Family Practice is participating in the "A GP for Me" initiative, which seeks to enable those who want a family physician to find one, increase the capacity of the primary healthcare system and confirm and strengthen the continuous doctor/patient relationship, including better supports for the needs of vulnerable patients.

For more information about the A GP for Me initiative, see [www.agpforme.ca](http://www.agpforme.ca).

### **The Opportunity**

The Sea to Sky Division of Family Practice seeks a Data Analyst to assist with the Assessment and Planning Phase of the Division's "A GP for Me" project.

Reporting to the Project Manager and working in close consultation with the Division Coordinator and key stakeholders, the Data Analyst will be accountable for providing extensive data collection and analysis in support of the goals of A GP for Me, resulting in a collated report that will be utilized for planning purposes.

### **Responsibilities**

The Data Analyst will:

- Work collaboratively with A GP for Me Physician Project Leads, a Division Coordinator, and a contracted Project Manager
- Engage Patients, Physicians, Specialists, Health Authority partners, Allied Healthcare Professionals and various community partners to identify and source data relevant to the project.
- Identify, assemble, analyze and synthesize a variety of data related to local population(s) and public health resources
- Ensure that data is collected in a manner that meets standard health data collection standards and which lends itself to validation.
- Ensure that the security and confidentiality of all data is maintained
- Generate report, collating all available data and survey findings.

### **Desired Skills & Experience:**

- Ability to interpret data and to present complex information and recommendations in simple, clear summaries
- Ability to effectively communicate complex ideas both verbally and in writing
- Demonstrated ability to work within a team environment that requires quick turnaround and quality output
- Demonstrated ability to work independently and prioritize work
- Ability to work under significant time constraints
- Excellent organizational skills, and ability to prioritize multiple projects/tasks
- Fundamental knowledge of survey data management, software & assessment tools

**Qualifications**

- A level of education, training, and experience at least equivalent to a bachelor's degree in an appropriate discipline (e.g. mathematics, statistics, information management). Masters preferred.
- A minimum of 3 years of experience providing data analysis for similar projects, ideally in the health care or health-services fields.
- Demonstrated experience in successful stakeholder engagement.

The Data Analyst will work on contract primarily from their home office, will attend occasional meetings and/or perform job-related duties in both Whistler and Squamish and will be available to attend occasional meetings in the lower mainland. Occasional attendance at evening and/or early morning meetings may be required. A valid BC driver's license and access to a vehicle required.

Apply to: [s2sdiv@gmail.com](mailto:s2sdiv@gmail.com) with "Data Analyst" in the subject line.