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## *Decision Support Specialist, Analytics (Level 6)*

### *Background*

Created in 2007, the Canadian Partnership Against Cancer (“the Partnership”) is an independent organization funded by the federal government to implement the Canadian Strategy for Cancer Control. The Strategy aims to reduce the incidence of cancer, lessen the likelihood of Canadians dying from cancer, and enhance the quality of life of those affected by cancer. As the steward of the Strategy, we work collaboratively with cancer agencies, governments, national organizations, patients and families to advance meaningful and measurable progress in achieving shared goals.

Our work spans the cancer control continuum, from prevention and screening to research and supportive care. We endeavour to embed a person-centred perspective in all of our work, and have specific efforts in underserved areas such as rural, northern, and remote communities. We strive to be culturally responsive to the needs of First Nations, Inuit and Métis communities. Through collaboration, we are delivering results against our 2017 outcomes, effecting system-level change and reducing the burden of cancer on Canadians.

This position is part of the Cancer Control Division. This Division is responsible for overall delivery of the Strategic Priorities in the Partnership’s mandate, with a focus on the Partnership’s Programs and the development of effective and strategically salient initiatives through effective working relationships with clinical, medical, professional and stakeholder partners to reduce the impact of cancer on Canadians. This division drives the Partnership’s core mandate of reducing the risk of cancer, lowering mortality, and improving the experience of Canadians affected by cancer through collaboration with system partners. It works in close collaboration with the other divisions to develop, deliver and report ongoing progress on an effective cancer control strategy.

### *Overview of Role*

Reporting to the Program Manager & Biostatistician, Analytics, this position is part of the analytic team that provides support to all portfolios at the Partnership who seek to use data to evaluate and report on the Canadian Cancer Control system. The role of the Decision Support Specialist is to support the analytic needs of the organization which includes consulting with stakeholders on analysis requirements, providing insight and interpretation of results, presenting materials to a variety of audiences, supporting the development of reports related to cancer control and system performance reports and transforming data into information to support evidence-based decision-making throughout the organization.

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### *Mandate-Specific Accountabilities*

- Lead in early engagement of stakeholders within the Partnership on their analysis needs, provide advice on opportunities to liaise across the various programs of work, proactively identifying analytics' value add
- Act as a consultant to work with stakeholders on their project requirements: define scope and timeline, provide advice on data availability, analysis methodology and limitations, establish implementation plan
- Provide interpretation of results and present to a broad spectrum of audiences on how the data can be used to improve the Cancer Control system
- Lead in supporting program areas to determine content of reports; assist in the development of indicator definitions; produce results including tables and figures for the reports
- Prepare reports or manuscripts of results, including interpretation of the findings
- Conduct quantitative analyses using micro-data from either survey, census, administrative or other data sources
- Collect, review and audit aggregate data, prepare data sets and work with data providers to resolve data quality issues
- Investigate trends in cancer surveillance – incidence, mortality, prevalence, net survival
- Use external sources to compile statistics and background on identified topics
- Support Program Manager & Biostatistician, Analytics as needed

### *General Accountabilities*

- Drives innovation and culture change by delivering accelerated impact and reinforcing a collaborative culture
- Joint responsibility for staff engagement and collaboration
- Accountability for collaboration across divisions, portfolios, programs of work and with external partners
- Support Manager/Director/VP Accountabilities
- Support achievement of overall strategic priorities and core enabling functions

### *Division of Time by Area of Accountability*

Delivering Core Mandate: 50-60%

Driving Collaboration: 20-25%

Supporting Manager/Director: 10-15%

External Relationships: 10-15%

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### *Essential Skills and Attributes*

- Outstanding communication and presentation skills; verbal and written. French language competency is an asset
- Solid skills in consulting, advising clients on application of health care databases to support policy and planning of deliverables
- Knowledge of data linkage and familiarity with the cancer data landscape
- Strong analytical and critical thinking skills to understand complex problems, identify key issues and present results in a clear and concise format
- Intermediate (required) / advanced (preferred) proficiency in SAS
- Strong interpersonal skills and the ability to work with key internal and external stakeholders
- Ability to lead analytic projects: conceptualizing, planning, implementing and evaluating
- Excellent organizational skills with the ability to prioritize tasks and meet deadline within a fast-paced environment
- A natural team player with a commitment to collaboration and joint accountability
- Exceptional attentions to detail
- Excellent technical skills (Microsoft Office products, software, and new technologies)

### *Experience and Education*

- Masters in epidemiology, biostatistics, health informatics, public health, health service administration or related field
- A minimum of 5 years' proven experience working with Canadian health data and client support including consultation, results interpretation and reporting.
- Experience working with a broad range of health care databases at organization, provincial and national levels.
- Experience working with cancer data is a strong asset
- Experience engaging stakeholders at all levels including researchers, clinicians and senior leaders
- Experience presenting complex data analysis and indicator results to advisory groups, senior management, board of directors and conferences
- Experience working in cancer control at local, provincial, or federal levels is a strong asset
- Demonstrated knowledge of data analysis technique, statistical methodologies and quality assurance and creation of knowledge products for specific target audiences
- Knowledge of concepts and experience calculating and interpreting measures used in cancer Surveillance
- Experience with indicator development and performance measurement in a health care setting
- Experience writing journal articles and/or content in published reports and developing and delivering presentations on results and implications