



LEAD, DATA MANAGEMENT

REPORTS TO: Director, Data & Applied Science Impact
STATUS: Permanent, full-time (35 hours/week)
LOCATION: 1300 Yonge Street, Toronto, ON

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

The Lead, Data Management reports to the Director, Data and Applied Science Impact and is responsible for managing the acquisition, quality, and creation of the annual OHTN Cohort Study (OCS) data release, its connection to other health/social data systems, and administrative data.

The OCS collects data from nearly 4,000 men and women at clinical sites across Ontario. The goal of the community-governed OCS is to improve the health and well-being of people living with HIV by providing data and evidence to enhance the delivery of patient care and the organization of services.

Manage data acquisition

- ✓ In collaboration with clinical sites, implement data collection process that ensure data quality, adequacy and accuracy
- ✓ Develop and implement efficient, secure procedures for data handling and analysis
- ✓ Create policies/procedures for effective data management
- ✓ Oversee the development of user guide, FAQs and other data system documents and manages the end-user training (internal and external)
- ✓ Support others in the daily use of data systems and ensure adherence to OHTN's Privacy and Confidentiality Policy
- ✓ Support manual patient databases at external sites and anonymization process during data export
- ✓ Support the creation of and receive and manage exports from external providers
- ✓ Create monthly productivity reports for external partners
- ✓ Maintain tracking of any data or application changes
- ✓ Carry out data systems testing

Ensure data quality

- ✓ Manage all quality assurance activities on data inputs to a central database
- ✓ Carry out standard data cleaning and quality control procedures
- ✓ Create systematic processes to normalize and standardize data inputs
- ✓ Create data modules from multiple data inputs
- ✓ Create documentation on data sources
- ✓ Link variables across years and data sources

Oversee database architecture, design & support framework

- ✓ Monitor and analyze information and data systems and evaluate their performance to identify and recommend enhancements (e.g. new technologies, upgrades, etc.)
- ✓ Design/modify database tables
- ✓ Import external data into central database

ABOUT YOU

- ✓ Bachelor degree in health or data/mathematical/statistical sciences
- ✓ Experience with SQL programming and queries
- ✓ Knowledge of Python, SPSS, and/or SAS is an asset
- ✓ Experience with electronic medical record extracts (ETL)
- ✓ Minimum of 3 years of experience with clinical data management projects
- ✓ Excellent understanding of data administration and management functions (i.e. collection, analysis, etc.)
- ✓ Familiarity with databases/data systems and information systems technologies
- ✓ Analytical mindset with problem-solving skills

HOW TO APPLY

If you are interested in this position, please submit the application materials listed below via e-mail to careers@ohtn.on.ca

- Please use the “Lead, Data Management” as the subject line
- Your cover letter and resume should be attached as a single PDF file and named “Full Name – Lead, Data Management”
- Please fill out this [questionnaire](#) and attach it to your application

APPLICATION DEADLINE: FRIDAY, AUGUST 24, 2018

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.

The OHTN is committed to employment equity and to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We encourage applications from persons living with HIV/AIDS and people with culturally diverse backgrounds to join our team.

We are also committed to fostering inclusion and accessibility in all areas of our work. If you require accommodation during the hiring process, we will work with you to meet your needs.