



## LEAD, REPORTING & ANALYTICS

**REPORTS TO:** Senior Lead, Reporting & Systems Management  
**STATUS:** Permanent, full-time (35 hours/week)  
**HIRING RANGE:** \$61,625-\$72,500  
**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.

### JOB SUMMARY

The position reports to the Senior Lead, Reporting & Systems Management and is responsible for reporting and analytics of the Ontario Community HIV/AIDS Reporting Tool (OCHART) data. The position works collaboratively with community agencies, OHTN colleagues in education, research, communication and IT, and AIDS and HepC programs at the Ministry of Health. The Lead, Reporting and Analytics is responsible for ensuring the collection of high-quality data, through design of data collection tools, support of data collection platforms, and performance of quality assurance. Additionally, this position is responsible for analysis and reporting products, on an ad hoc and regular basis.

### JOB RESPONSIBILITIES

#### Data management and analytics:

- Support the development and maintenance of data collection tools and database.
- Support processes to change/update tracking tool and OCHART questions including stakeholder feedback and investigating technical feasibility of changes.
- Implement changes to questionnaire in OCHART data platform.
- Carry out data mapping process for retrospective and prospective data to support integration with other OHTN data systems, such as OCASE.
- Perform data validation process with the organizations after each submission to identify possible errors and ensure data quality.
- Carry out testing for modifications to OCHART data platform, including questionnaire changes and new features.
- Manage data collection processes with OCHART users.
- Provide data analysis tools, such as dashboards or static reports.
- Carry out data requests re: ASOs and other community programs.

- Consistently ensure that ASO and other community program data is of the highest possible quality, and that data collection and reporting processes support valid and reliable data products.
- Work with OHTN stakeholders (e.g. ASOs, MOHLTC, academic researchers) to understand data needs; proactively create data products to fill gaps in sector knowledge.
- Provide user management support for OCHART agencies, including approving new accounts, assisting with passwords, and disabling accounts.

#### **External relationships and training:**

- Train OCHART partners on data collection.
- Support consultations for questionnaire development and updates with OCHART organizations and the Ministry.
- Carry out technical support for OCHART users.
- Establish, maintain and support excellent external relationships with community agencies and funders.
- Facilitate group meetings as needed.
- Provide support to learning and capacity-building initiatives for participating agencies.
- Update and maintain video- and article-based training materials.
- Support users in the tracking of their activities and in the submission of their reports.

#### **Communications:**

- Provide analytical support in the preparation of materials and presentations.
- Participate in writing products with OCHART data.
- Send general announcements and communications to OCHART users.
- Carry out data systems testing.

### **JOB REQUIREMENTS**

- Master's degree (or equivalent experience) in a quantitative field with 2 years of relevant experience or Bachelor's degree with 6 years of relevant experience
- Skills with Microsoft Office package, especially analytical use of excel
- Experience with data visualization and business intelligence tools, such as Tableau, Qlik, or Power BI
- Skills with statistical packages, including R, SAS, or SPSS
- Strong team player with demonstrated strong written and oral communications skills
- Demonstrated ability to work independently and collaboratively
- Strong problem-solving and project management skills
- Understanding of principles of quantitative and qualitative analysis
- Excellent organizational skills
- Ability to manage numerous and shifting priorities
- Excellent writing skills

## HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to [careers@ohtn.on.ca](mailto:careers@ohtn.on.ca)

- Please use “**Lead, Reporting & Analytics**” as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file

**APPLICATION DEADLINE:      FRIDAY, JANUARY 27, 2023**

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.

**All new OHTN employees are required to be fully vaccinated against COVID-19 as a condition of employment in accordance with the OHTN’s workplace COVID-19 vaccination policy, unless they are exempt on the basis of medical or other grounds pursuant to the Ontario Human Rights Code. Successful applicants will be required to provide proof of vaccination or proof of a documented medical exemption as part of the hiring process.**

*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 welcome those who strive to understand and appreciate the diversity of our network, population, and community. 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.*