



IDENTIFICATION

Department	Position Title	
Finance	Statistician	
Position Number	Community	Division/Region
15-16576	Yellowknife	Bureau of Statistics/HQ

PURPOSE OF THE POSITION

The Statistician position is responsible for managing the healthcare data program at the Bureau of Statistics. Working with the Department of Health and Social Services (HSS), the Northwest Territories Health & Social Services Authority (NTHSSA) and any other health data holders, the Statistician will develop and improve upon the range and quality of territorial healthcare statistics by creating a health data centre for the Government of the Northwest Territories (GNWT).

SCOPE

Reporting to the Territorial Statistician and located in Yellowknife, the Statistician will lead the health statistics program at the Bureau of Statistics. Under the *Statistics Act*, the Bureau of Statistics has overall responsibility for the territorial government statistical program. To accomplish this accountability, the Bureau of Statistics

- Develops, interprets and disseminates economic, social demographic and health statistics required for territorial government purposes.
- Provides expert statistical advice to departments regarding the analysis of statistical information.
- Coordinates statistical activities within the government to minimize duplication of statistical effort and to help ensure that the statistics used by the government are current, consistent and accurate.
- Effectively represents territorial statistical interests within the national statistical system and with other federal departments/stakeholders.
- Provides a limited statistical service to the general public, to the private sector and to other governments.

The statistical information and assistance provided by the Bureau of Statistics is important for overall government direction and strategy, as well as for supporting decision making by departmental and regional management. Because the territorial government is small and has limited resources to devote to statistics development and analysis, the activities of the Bureau of Statistics are particularly important for enhancing the government's overall statistical capability through the presence of a strong professional statistical support unit. Further, the Bureau of Statistics communicates territorial statistical concerns effectively to Statistics Canada and other federal partners. As a result, national statistical programs more closely reflect territorial needs. Although this role primarily involves advocacy, negotiation skills are also required.

Statistical information and the trends indicated by statistical data help Cabinet set priorities and general direction for the government. Current and reliable statistics, along with associated forecasts, serve to quantify matters relating to policy and program decisions and enhance the perspective decision makers bring when considering competing priorities.

The incumbent plays a critical role in the operation of the Bureau of Statistics by managing the healthcare data program and developing a health data centre. The incumbent is responsible for ensuring the Bureau of Statistics meets each of its overall objectives as they relate to the development of the health data centre. Critical thinking and innovation is essential as solutions will often require techniques and approaches currently not in use within proscribed statistical theory. New and innovative technologies will also assist with the development of the health data centre.

The incumbent's activities are subject to operational goals of the organization and managerial direction of a general nature. On-going organization of activities required to fulfill the general goals and objectives are determined by the incumbent through preparation of work plans, and discussions with the Territorial Statistician, HSS and the NTHSSA. Although the overall GNWT statistical program is the responsibility of the Territorial Statistician, the scope and quality of the healthcare data available for the Northwest Territories are the primary responsibility of the Statistician.

RESPONSIBILITIES

1. Develop and improve upon the range and quality of health data to create a health data centre

- Consult with HSS & NTHSSA to evaluate administrative data holdings and analyze territorial and external requirements for healthcare data.
- Conceptualize and plan the process for creating a health data centre including process, data security & documentation.
- Identify data sources, prioritize development of datasets for data centre and create methodologies to extract and develop administrative data.
- Develop methods for the timely production and dissemination of health statistics.

2. Produce quality datasets including documentation

- Follow best practices to understand the meaning of the variables in each dataset.

- Create metadata for each dataset.
- Document processes and procedures.
- Using professional standards, perform data quality reviews and audits to ensure requirements are met for data integrity and reporting.
- Collaborate with subject matter experts to propose and implement effective methods for data collection.
- Work with other data centres across Canada to standardize where possible.
- Identify appropriate metrics, reports, and analysis to drive key indicators.

3. Create governance relating to creation of a health data centre

- Working with the Department of Justice, HSS & NTHSSA, create the governance for a health data centre.
- Create policies and processes for acquisition and dissemination of health data sets.
- Establish and document methods for confidentiality including creation of alias identifiers.

4. Promote the effective use of statistical information and the coordination of statistical activities.

- Evaluate territorial government requirements for healthcare data and related information in consultation with departments and other stakeholders.
- Produce analytical reports and related statistical products for dissemination.
- Provide expert advice to GNWT departments, agencies & other governments with the statistical aspects of their work, including the analysis and interpretation of data.
- Promote health data statistical products to stakeholders.
- Develop quantitative strategies to improve understanding of statistical healthcare information in the territory.
- Create statistical models for analysis, inference, and prediction from a variety of health and other data sources.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual demands

Mental Demands

Competing deadlines, strict demands for accuracy and mentally taxing analysis of data can cause stress. The incumbent may occasionally be required to travel to communities within the NWT, sometimes in small planes, and walk or stand for long periods.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert knowledge of statistical techniques and mathematical modelling.
- Advanced computer skills including extensive experience with Microsoft Office products, statistical software, and databases.
- Ability to communicate effectively both verbally and in writing.
- Ability to plan and manage concurrent projects and tasks within deadlines.
- Supervisory skills.
- Work both independently and in a team environment.
- Ability to analyze data and think critically.
- Innovation & creativity.
- Knowledge of the *Statistics Act*.

Typically, the above qualifications would be attained by:

A Master's degree in Statistics, Public Health, Biostatistics or related field with an emphasis on quantitative methods is required in addition to four years work experience in a statistical research environment.

ADDITIONAL REQUIREMENTS

Position Security (check one)

No criminal records check required
 Position of Trust – criminal records check required
 Highly sensitive position – requires verification of identity and a criminal records check

French Language (check one if applicable)

French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

French preferred

Indigenous Language: Select Language

Required
 Preferred