



IDENTIFICATION

Department	Position Title	
Health and Social Services	Senior Health Analyst, Social Demographics	
Position Number	Community	Division/Region
49-5875	Yellowknife	Corporate Planning, Reporting and Evaluation /HQ

PURPOSE OF THE POSITION

The Senior Health Analyst, Social Demographics provides accurate, timely and useable information essential to the surveillance of population health and social well-being, including demographic, social, educational and other determinants of health and wellness. The end results are to improve the health and wellness of the population of the Northwest Territories, reduce the burden of mortality and morbidity in the population, and improve the effectiveness and efficiency of health and social service programs.

SCOPE

Located in Yellowknife, the Senior Health Analyst, Social Demographics reports to the Manager of Planning, Reporting and Evaluation and is responsible for the health information needs of the entire Northwest Territories (NWT).

The provision of information affects the focus, effectiveness, efficiency, evaluation and overall expenditures for budgets of programs and services of the entire Department of Health and Social Services (DHSS) and the regional health and social services authorities in the NWT. The total of these budgets is approximately \$446 million dollars. This information, because of interdepartmental collaboration on key issues, also has the potential to affect the budgets of other departments and organizations.

As well as providing information for the DHSS and regional health and social services authorities in the NWT, the Senior Health Analyst, Social Demographics provides information to other departments and organizations that are responsible for, or stakeholders in, health, community wellness, and public safety programs and services, including aboriginal organizations and members of the public. This position may be asked to represent the department in working groups or committees at the Territorial or Federal/Provincial levels.

Subject to broad policies and operational goals of the organization, and to managerial direction of a general nature, the incumbent manages and coordinates many diverse projects concurrently. Responsibilities are undertaken in accordance with priorities, policies, and directives of the DHSS, regional health authorities, other territorial departments, and the Legislative Assembly. This ensures the availability of accurate, valid, timely and useable information as a sound basis for public policy and legislation, and for programmatic activities for policy analysts, decision makers and client groups.

RESPONSIBILITIES

- 1. Design database systems and develop surveillance methods in order to effectively and efficiently monitor the general health determinants and outcomes and specific diseases over time.**
 - Design database systems to store, retrieve and assist in the analysis and evaluation of data.
 - Develop and ensure the accuracy of surveillance methods used by the department including surveys, questionnaires and interviews.
 - Identify key determinants and outcome indicators to track general health and wellness, as well as specific diseases, injuries, and other health conditions.
 - Provide analysis and interpretation of data collected.
 - Prepare analysis in the form of briefing notes, reports and correspondence.
 - Respond to inquiries from various clients in the department, regional health and social services authorities, federal agencies, and others concerning database systems, surveillance methods, and data needs.

- 2. Oversee the maintenance and improvement of surveillance methods in order to ensure information gathered is accurate, timely and useable.**
 - Test, verify, and audit data in the database systems.
 - Test the validity of data collection methods such as surveys, questionnaires, interviews, and death certification.
 - Make recommendations on methods to improve the quality, including validity and precision, of data collected.
 - Provide expert advice to staff collecting and inputting data.

- 3. Conduct statistical analysis on raw data collected from various studies in order to ensure the data are valid and reliable.**
 - Review data to ensure it meets statistical standards.
 - Perform statistical testing on data to determine its validity.
 - Identify and eliminate errors in data.
 - Analyze statistical data via advanced programming skills in SAS or SPSS, and provide interpretations, evaluations and solutions.
 - Interlink large databases.
 - Evaluate statistical packages and develop strategies for computer-aided analysis.

4. Design, conduct and monitor the design of studies to ensure information gathered and analyzed is accurate and meaningful and meets statistical standards.

- Design or assist in the design of research methodologies, sampling, interview questions and questionnaires.
- Identify appropriate technical data and data sources.
- Design and analyze observational studies (case-control studies, cohort studies and cross-sectional studies), including management of the investigation of human epidemics.
- Oversee the administration of studies. Provides advice to the HIAs in the administration of studies if required
- Summarize and analyze results and prepares reports.
- Coordinate or participate with other provinces\territories on studies deemed relevant to NWT, health and wellness. Helps the HIAs with summarizing and analyzing results, and preparing reports if required.

5. Provide advice and expertise to departmental staff at all levels in order to ensure that information provided by the department meets demographic and statistical standards.

- Advise the Manager and other staff on the planning and interpretation of social/demographic studies.
- Provide advice on the nature and relevance of current or proposed research being conducted within, or external to the department.
- Identify data and information deficiencies and make recommendations on how to correct the situation.
- Design and deliver training courses, seminars and workshops in the areas of demographics and social science, collection of information, analysis of information and interpretation of data.
- trains and assists the Department's health information analysts as required

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge in the field of demographics and social science including concepts, principles and applications, specific methodologies of priority include principles and practice of cross sectional studies, case control studies, and health surveillance.
- Knowledge of statistical research and analytical methodologies.
- Knowledge of related research methodology, including survey and questionnaire design.
- Knowledge of statistical analysis software (SAS or SPSS) including programming ability.
- Knowledge of database management software.
- Knowledge of health determinant and health outcome indicators.
- Knowledge of risk assessment.
- Knowledge of human public health, including knowledge of environmental health, occupational health and health problems associated with nutrition, foods, tobacco use and physical activity. Knowledge of interrelationships between the development of diseases, and the agent, host, and environmental factors.
- Knowledge of the World Health Organization's International Classification of Diseases (ICD) coding and the Canadian Classification of Interventions (CCI).
- Knowledge of northern health care systems and structures, *Public Health Act*, public health administration and northern cultures as they relate to health and social service issues.
- Knowledge of project management concepts and practices.
- Knowledge of policy and decision making processes and systems.
- Knowledge of cost and effectiveness analysis.
- Presentation software and facilitation skills.
- Knowledge of geographic information systems and mapping of health conditions.
- Ability to interpret data, and utilize analytical and strategic thinking skills.
- Ability to meet client requests, and understand and influence people to achieve job objectives.
- Project management skills, including supervision and management of varied and diverse activities and objectives.
- Organizational planning skills.
- Strategic plan development skills.
- Problem-solving skills.
- Verbal and written communications skills.
- Evaluation and assessment skills.

Typically, the above qualifications would be attained by:

A post graduate university qualification in the social sciences at a minimum of master's level, and at least 2 to 3 years of experience in epidemiologic and statistical analysis, with emphasis on analysis of large population health databases. These databases typically include mortality (vital statistics and coroners' files), hospitalizations, health services.

Other experience includes the analysis and interpretation of population health surveys.

Training and experience in statistics and development of research protocols, interpretation of research, and community health or social services is also fundamental to the position.

ADDITIONAL REQUIREMENTS

Position Security

- 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