New

Ministry

Mental Health and Addiction

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Sr. Research and Data Analyst

Requested Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

SOSS, Regulatory Compliance and Data Stewardship

☑ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Business Intelligence

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Senior Research and Data Analyst will provide expertise in data analytics and visualization, prepare analytic reports (e.g. statistical tables as well as descriptive and comparative analysis of population demographics, disease prevalence and trends, health status, and health system utilization), and provide guidance and advice to clients, specific to addiction and mental health. The incumbent provides ad hoc analytic support and responds to various analytic requests in a timely manner, to clients in the branch and department. Key responsibilities of this position include analyzing, interpreting, and summarizing complex health data, providing context and meaning to data, developing value for money indicators and tools, and transforming data into high quality information enabling health system evidence-based decision making.

The Senior Research and Data Analyst must have an excellent understanding of: health administrative data; methodologies to link data; limitations of existing datasets; information research methodology; and qualitative and quantitative data collection and analysis techniques. Knowledge and experience with non - health data relevant to the addiction and mental health system is an asset. The ability to communicate about data clearly to a diverse audience and to respond in a timely manner to a variety of information requests for business planning, policy development and decision making are highly valued.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Provide High Quality Data and Information Products:

-Perform extraction and analysis of health administrative data, specific to addition and mental health, to produce reports and presentations to support evidence-based decision making, business planning, and health system monitoring, evaluation and performance management.

-Collaborate with cross ministerial stakeholders and other external stakeholder to collect supplementary data that can be linked or used with other data sources, to address a wide range of Addiction and Mental health questions.

-Contribute to reports , papers and communication materials that enhance knowledge and understanding of Ministry mandate and related health information issues.

-Design, produce and deliver standardized health information products such as summary files , statistical tables, graphical representation of data, descriptive and comparative analysis reports of population demographics, disease prevalence and trends, health status, health system utilization, contextual reports , maps and other health information products.

-Research, identify and analyze issues related to the use and interpretation of relevant health data and information.

-Report on the performance of the Alberta addiction and mental health system relative to those of other jurisdictions (e.g., at the national and international levels).

-Contribute to projects requiring response to health system information requests, products, reports and tools to meet the needs of the Mental Health and Addiction Ministry, as required.

2. Lead project teams to prepare health information/knowledge products to quantify trends and help assess policy options:

-Establish and maintain effective linkages and ongoing communication with internal and external information requesters and provide expert advice to strengthen methodology used in research, utilization and data quality improvement studies.

-Lead virtual research and analytic teams and bring subject matter experts together to collaborate on analytic information/ data requests.

-Prepare and deliver presentations on pertinent topics as required.

-Prepare status updates, as required, on Methods and Analysis strategies.

-Identify issues and gaps in data and recommend solutions to ensure successful implementation of strategies.

-Prepare position papers on pertinent issues.

-Undertake literature searches and reviews on relevant indicators.

3. Support branch and corporate initiatives to ensure continuous quality improvement:

-Work with relevant internal and external stakeholders to review and enhance the data framework and tools.

-Assist in assessing the impact of the tools on the decision making process.

-Determine data linkages between databases to ensure quality health information is available for informed

-decision making.

-Contribute to projects by undertaking literature searches/reviews and consultations with content experts.

-Assist in project related activities such as brainstorming and report writing.

4. Create data visualization such as dashboards and maps:

-Interpret data and provide context and meaning to data.

-Transform data into high quality information.

-Summarize complex data and display the big picture in a summarized effective manner.

-Create meaningful, highly aggregated and easy to use information for reports and presentations using various presentation.

-Create dashboards to contain summarized data on various addiction and mental health indicators, which can quickly be accessed for used in response to urgent data requests in the ministry.

5. Provide analytics support to health system stakeholders:
    -Help ensure the integrity, quality, accuracy and timeliness of the analytical products.
    -Help identify client needs, plan and manage the provision of standardized decision support analyses and reports for clients.
    -Provide expertise and advice to clients to identify and clarify their health analytic needs.
    -Provide advice and support to branches planning to incorporate value for money into their decision making process.
    -Prepare and present ad hoc and/or complex analysis to meet customer needs.

Problem Solving

Typical problems solved:

-The mental health and addiction system is multi-faceted, complex, and quickly evolving and lacks the shared understanding of the traditional medical system. It intersects a breadth of social and economic policy topics, involves multiple internal and external stakeholders with sometimes ambiguous roles, and can be dependent on factors in the core business of other government ministry portfolios that have other priorities, including portfolios of other levels of government. This impacts all of the work of the position.
-The incumbent will use their creative thinking and their analytical ability to answer complex mental health and addiction care questions. The incumbent will be required to engage and communicate with stakeholders to clarify questions and to clearly communicate the analysis plans, results, and the limitations of the data sources used for analysis.
-The incumbent will need to use their strong project management skills to make sure that projects/requests are managed within expectations and timelines. Typical workflow for the problems addressed by the incumbent include: writing a case definition; developing computer codes to pull and analyze data; and designing a data presentation approach that include context and next steps, when appropriate.
-The successful applicant will also anticipate issues and questions, developing response plans and actively communicating to the unit and leadership about issues or opportunities they identify in the mental health and addiction space.
-This role involves working on multiple complex projects concurrently with the goal of producing high quality work within tight time constraints. The incumbent must be skillful in identifying options and implementing contingency plans as well as having the ability to quickly shift priorities when required.

Types of guidance available for problem solving:

Guidance is available from colleagues within the Unit, from the Business Intelligence Manager, and from the Director. There are also connections to the analytics team in Alberta Health available for guidance.

Direct or indirect impacts of decisions:

Decisions made by the person in this position directly impact policy decisions, business decisions, public statements and Ministry decisions.

Key Relationships

Major stakeholders and purpose of interactions:

The Senior Research and Data Analyst has regular and ongoing contact with:
    -Ministry staff (Analysts, project managers, senior managers) to obtain/provide information, work jointly or collaborate on initiatives and provide guidance expertise, motivation, coordination and support, foster a broader knowledge base and comprehensive approach in all project areas,
    -AHS Staff (professionals to senior leaders) and Physicians to develop and implement standards, performance measures,
    -Other Ministries to develop a shared agenda, coordinating and integrating assurance and program activities across sectors,
    -Community-based Organizations and external stakeholders to develop, implement and use standards, performance measures and approaches and foster productive relationships,
    -Federal/Provincial/Territorial Committees or National bodies regional and national staff to share expertise and resources, provide input and review documents, ensure that Alberta has a voice in national programming.
     -Provincial Consortia / Committees to provide the government perspective and ensure alignment of

diverse agendas, ensure that Alberta has a voice in national programming, and to learn from and share with other provinces.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		

If other, specify:

Biostatistics, Health Economics, Health Informatics, Public Health or Administration

Job-specific experience, technical competencies, certification and/or training:

-University graduation in any of the following fields of studies: Biostatistics, Epidemiology, Health Economics,Health Informatics, Public Health or Health Administration, and four years progressively responsible related experience in data/research analytics roles.
-Research planning and management, and addiction and mental health related experience are assets.
-Experience working with both qualitative and quantitative data needed
-Project management experience considered an asset
-Experience in an addiction and/or mental health context is preferred

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	○ ○ ◉ ○ ○	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration	The individual will need to understand and consider the impact of relationships between datasets, new policies and interventions, and analyses. Particularly in regards to the holistic impact of Recovery Oriented Systems of Care.
Creative Problem Solving	○ ○ ◉ ○ ○	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	Ability to interact with the client/data requester, asking important questions to better understand the main problems that need to be addressed and make suggestions/proporsals, based on the different options available.

Agility	○ ○ ◉ ○ ○	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	Be able to take initiative and make contacts with important stakeholders to quickly gather information/data in a timely manner so as to respond to urgent needs within short time frames.
Develop Networks	○ ○ ◉ ○ ○	Leverages relationships to build input and perspective: • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships	Ability to create networks across ministries and other important external partners, for example, Alberta Health, Alberta Health Services, Stats Canada, to facilitate the mandate of the ministry.

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark