

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (EPIDEMIOLOGY, WELLNESS & COMMUNICABLE DISEASE CONTROL DIVISION – EPIDEMIOLOGY & EVALUATION - LOCATION – 100 MAIN ST. W., 4th FLOOR)

HEALTH ANALYST – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Epidemiology & Evaluation, the Health Analyst shall support work relating to population health assessment, public health surveillance and evaluation which includes design, collection and management of data and databases, data analysis and report generation. The Health Analyst shall also support projects by conducting evaluation activities, critical appraisal of literature, research methods and policy analysis.

GENERAL DUTIES

Participates in the data design, maintenance, management, analysis and methodology related to public health surveillance and population health assessment.

Collaborates with epidemiologists in monitoring community events and trends through locating and assembling data, analyzing data and generating reports in consultation with other health professionals.

Provides statistical and methodological consultation for population health assessment and surveillance activities.

Identifies and secures various sources of data, determines methods of collecting and customizes data collection tool/databases as needed to meet program needs.

Transforms relevant data into information (e.g. graphs and tables) in consultation with Public Health Services managers, analysts, epidemiologists and other internal and/or external stakeholders through an iterative editing process.

Collaborates within Public Health Services programs and/or within the community to collect, analyze and convert data to useful information.

Supports projects relevant to surveillance, population assessment and research which include planning methodology, data management, analysis and collection.

In consultation with the epidemiologist, participates in outbreak/health hazard investigations providing expertise related to data collection, management and analysis.

Participates in evaluation projects relevant to applied public health research or health management, including conducting literature reviews, designing surveys, data collection, management and analysis, and generating reports.

Participates in the Integrated Public Health Information System (iPHIS) surge capacity, including entering reportable infectious disease case/lab data into iPHIS, and other related duties, as required.

Demonstrates customer service by focusing and meeting the needs of PHS programs.

Participates as a member of a multidisciplinary team.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of this job.

QUALIFICATIONS

1. University training in epidemiology, health informatics, biostatistics, health research methodology/health services research or related field normally acquired at the Master's level.
2. Highly developed analytical, conceptual and technical skills.
3. Demonstrated knowledge and skills in public health such as population health assessment, surveillance, outbreak investigation, evaluation, research methods, critical appraisal of literature, knowledge translation and policy analysis.
4. Experience and demonstrated ability in professional consultation.
5. Data retrieval and management skills, including demonstrated ability to design and manage databases, including statistical analysis e.g. demonstrated working knowledge of Access, Excel, SAS/STATA, SPSS or related programs.
6. Demonstrated ability to work within interdisciplinary teams.
7. Demonstrated working knowledge of key public health datasets a definite asset (e.g. iPHIS/CRN, CCHS, Census, intelliHEALTH)
8. Excellent verbal and written communication skills.
9. Must be able to work in an independent and confidential manner, making sound judgements based on results of research and/or consultation and the balancing of competing interests.
10. Demonstrated ability to work collaboratively within a team and with clients to effectively support projects in a results-oriented environment with the ability to design solutions that meet client needs, realized through excellent communication and organizational skills.
11. Demonstrated understanding of municipal government operations and its relationships with community partners, other municipalities, the Province and Federal governments.
12. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
13. Ability to work under pressure to meet tight externally and internally driven deadlines.
14. Knowledge of infectious diseases desirable.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
