JOB DESCRIPTION

About CARMHA

The Centre for Applied Research in Mental Health and Addiction (CARMHA) is an internationally recognized research centre conducting innovative and interdisciplinary scientific research related to mental health and substance use, primarily in the areas of clinical practice and interventions, health systems, population health, and epidemiology.

CARMHA’s primary mission is to conduct research, generate evidence, and translate knowledge into policy and practice that is innovative, relevant and effective in preventing and reducing the burden of disease related to mental health and substance use.

Purpose

The Centre for Applied Research in Mental Health and Addiction (CARMHA) is currently recruiting for a Data Analyst who has extensive experience with quantitative research, academic and scientific writing, and is interested in psychiatric epidemiology and health system planning for mental health and substance use. The Data Analyst will work with one of CARMHA’s dedicated research teams in the execution of specific research tasks related to two or more of the centre’s key projects.

The Data Analyst is responsible for supporting CARMHA’s needs-based planning project with the Ministry of Health and is also responsible for supporting CARMHA’s Partnerships for Health System Improvement (PHSI) project.

The Data Analyst works closely with the project’s Principal Investigator and other research team members to ensure a successful research process.

Position Type

12-month full time contract with the possibility of extension. The anticipated start time for the position is mid-August, 2018.

Key Responsibilities

- Participate in defining research project goals, tasks, and resource requirements and in identifying future related initiatives
- Supports the analyses of two or more projects involving various combinations of investigators and staff
- In partnership with other CARMHA members, liaise with key research stakeholders and support research partnership communications (both internally and externally), including for the Provincial Data Advisory Committee
- Oversee and support the production of key research materials and resources
- Complete, or facilitate the completion of key research review processes including ethics reviews and data access requests (ongoing communication with PopData contacts)
Execute key research activities, as defined for the particular project of interest, including data analysis and generation of technical reports
Facilitate key research KT initiatives including: developing content, producing research publications, presenting at conferences, and delivering findings to project stakeholders
With direction from CARMHA’s Research Associate, provide quantitative and administrative data analysis support to CARMHA project teams and coordinate data access and management of data files and systems
Oversee administrative data coordination for the PHSI project, with direction from CARMHA research faculty and/or staff, including quantitative working group activities, Data Access Requests, PopData, scheduling meetings and supporting the preparation of meeting agendas and minutes
Support PHSI data analysis, write-up of results, and produce reports

**Qualifications**

- Excellent written and verbal communication skills in English, including report writing and publication/presentation of research activities and results to diverse stakeholders
- Excellent interpersonal, time management, problem solving and organizational skills
- Applied knowledge of the various components of the research cycle and proficiency in different qualitative and quantitative research methods
- Experience conducting major research projects
- Strong analytical and problem-solving skills
- Proficiency in Word, PowerPoint and Excel
- Proficiency with quantitative analysis
- Advanced knowledge of statistical programming packages such as R or SAS
- Experience working with administrative data an asset
- Applied knowledge of mental health and addictions research and policy issues considered an asset

**Education**

- University graduate degree in health sciences, epidemiology, biostatistics, or a related field

**Experience**

- 2-3 years of related research experience, including quantitative data analysis