

The role of the College of Physicians and Surgeons of Ontario is to regulate the practice of medicine to protect and serve the public interest. It issues certificates of registration to doctors to allow them to practise medicine; monitors and maintains standards of practice; develops policies to provide guidance; investigates complaints against doctors on behalf of the public; and conducts discipline hearings when doctors may have committed an act of professional misconduct or may be incompetent.

DATA ANALYST

Full-time permanent position

The College of Physicians and Surgeons of Ontario is seeking a diligent and proficient **Data Analyst** to work in their Investigations and Resolutions Department. In this permanent role, you will focus on data systems management and statistical analysis to identify issues and trends in support of operational improvements of the Investigations and Resolutions department. Working closely with the *Manager, Investigations & Resolutions Continuous Improvement* this position also coordinates the department budget and provides some administrative back up support.

You will manage data and statistical information through the creation of automated operational reports related to key performance indicators and operational benchmarks. You will also build and maintain a user friendly interface, run queries on collected information, evaluate and verify accuracy, consistency and completeness of data and respond to ad-hoc data requests from internal and external sources. Using your technological knowledge, you will maintain an Access database used for coding investigative data. This position supports the development of the annual department budget submission, oversees monthly cost analysis reports and works with Finance to perform cost analysis of operating and project expenses. In collaboration with team members, you will create presentations for internal and external audiences.

Your attention to detail, specialized knowledge, and superior communications skills will help you succeed in this position!

Qualifications:

- University degree in industrial engineering, statistics or related field. Master's degree considered an asset
- Knowledge of database management is required with proficient computer programming skills in SQL, VBA
- Knowledge of statistical software such as SPSS, SAS and/or R an asset.
- Advanced proficiency in Microsoft Office applications and Visio, Adobe, Access, SharePoint,
- Demonstrated ability to be self-directed and contribute to a team environment
- Exceptional organizational and time management skills with meticulous attention to detail, ability to handle multiple tasks and responsibilities, and adherence to deadlines
- Project management experience would be considered an asset
- Experience with budget and financial analysis
- Ability to effectively communicate, both verbally and in writing, with the public and the profession
- Flexibility is necessary as this position is constantly changing and growing

The College offers a flexible 35 hour week and is located at 80 College St., Toronto, ON.

How to Apply: Forward your cover letter and resume to cpso-data@hrassociates.ca by **May 7th, 2018**. For more information, please contact Steven Nguyen at steven.nguyen@hrassociates.ca or visit College of Physicians and Surgeons of Ontario at www.cpso.on.ca

The College is committed to hiring practices that support accessibility for people with disabilities, employment equity and diversity in the workplace. The College actively seeks to increase their diversity by welcoming applications from women, visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity. Applicants with a disability may request accommodation at any stage of the recruitment process by contacting the Human Resources Department.