



ANALYST, HEALTH DATA

REPORTS TO: Director, OHTN Cohort Study (OCS)
STATUS: Permanent, full-time – Unionized - Hybrid
SALARY RANGE: Grade 2 - \$58,978.07 – 72,535.59
LOCATION: 1300 Yonge Street, Toronto, ON

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

The OCS prospectively follows approximately 4500 people living with HIV across Ontario, and collects socio-demographic, clinical, and psychosocial data from multiple sources, with the overall goal to improve health and social outcomes for people living with HIV in the province (ohtncohortstudy.ca).

The Analyst, Health Data reports to the Director, OCS and is responsible for supporting data processing and quality assurance to ensure OCS data accuracy, reliability, and validity. Primary responsibilities will involve supporting data acquisition and processing, and data quality assurance in association with data collected through the OCS Data Administration Portal (ODAP) and the OCS questionnaire. The Analyst, Health Data will:

Support data acquisition and processing:

- Develop and maintain data dictionaries, data maps, and data availability documentation
- Carry out questionnaire mapping and online programming, including variable definition, response options, skip logic, and version control
- Gather and incorporate site feedback on language, formatting, layout, accessibility, and cultural appropriateness of data collection tools (e.g., survey, data platform, etc.)
- Support and collaborate on annual questionnaire update process
- Conduct regular testing of OCS questionnaire and OCS Data Administration Portal (ODAP) system in collaboration with sites, internal OCS staff, and scientific investigators
- Coordinate with OCS sites to ensure data format, quality, and consistency of electronic medical record (EMR) data is in alignment with OCS data systems.
- Create, maintain, and update manuals and standard operating procedures (SOPs) for data acquisition (e.g., questionnaire, clinical chart abstraction, EMR data, and sub-study data) and participate in regular training with OCS sites to improve data collection quality and accuracy.

Support data quality assurance through:

- Creating and maintaining documentation on data sources and data quality assurance processes and procedures
- Establishing systematic processes to normalize and standardize data inputs
- Carryout regular data cleaning and quality control procedures for questionnaire and clinical data in collaboration with research team
- Support data quality assurance activities to facilitate data management and warehouse needs

Support data analysis as requested:

- Support generating data cuts for researchers and data users
- Participate in analyzing data and statistical analysis for reports, conferences and academic papers

Support the OCS team and perform other duties as required

ABOUT YOU

- Bachelor's degree or higher with a focus on epidemiology, public health, health sciences, health services research methodology, biostatistics
- Demonstrated 2 years of applied experience working with 'real-world' data
- Experience with SAS, SQL, R, and/or other programming language
- Demonstrated experience creating data documentation
- Demonstrated experience with data cleaning, quality control and assurance
- Familiarity with version control processes and software such as GIT an asset
- Experience with Electronic Medical Records (EMR) data an asset
- Knowledgeable about epidemiological research study design, data collection, and analysis
- Familiarity with databases/data systems and information systems technologies
- Understanding of ETL processes and pipeline creation an asset
- Analytical mindset with problem-solving skills
- Ability to work in both a team setting and independently

HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to careers@ohtn.on.ca

- Please use "**2026.03 – ANALYST, HEALTH DATA**" as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file

APPLICATION DEADLINE:

February 23rd, 2026

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.

We welcome those who strive to understand and appreciate the diversity of our network, population, and community. Committed to Anti-Racism and Truth & Reconciliation efforts, the OHTN is dedicated to treating everyone respectfully and fairly. We are also committed to the greater involvement and

meaningful engagement of people living with HIV/AIDS (GIPA/MIPA) in all that we do. We welcome applications from persons living with HIV/AIDS and from diverse backgrounds - no matter their race, ethnicity, sex, gender identity and expression, sexual orientation, nationality, socioeconomic status, religion, caste, language, age, and health or other status - to join our team.

We continuously act to implement our Anti-Black Racism and Truth & Reconciliation plans and our DEI policy, fostering equitable, inclusive and accessible processes throughout our entire organization. If you require any accommodations during the hiring process, please do not hesitate to let us know and we will work together to meet your needs