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EMPLOYMENT OPPORTUNITY RESEARCH & DATA MANAGEMENT – SENIOR DATA ANALYST

The Chiefs of Ontario (COO) are seeking a highly motivated individual to develop a First Nations research and surveillance system, address questions from First Nations leadership and communities in Ontario and inform other sectors within the Chiefs of Ontario on data issues and protection. The Senior Data Analyst will be a member of the Research and Data Management team and report directly to the Director of Research and Data Management.

LOCATION: Toronto, ON, hybrid negotiable.

DUTIES & RESPONSIBILITIES:

The Senior Data Analyst guides research and surveillance at the Chiefs of Ontario. This includes advising on the infrastructure needed by Chiefs of Ontario to support regional and community-level First Nations surveillance and research. The Senior Data Analyst will work with the Senior Lead for Research and Data Management, developing the Regional Health Survey report as well as working with communities that require their data extracted for community reports. The position also involves collaborating with, and providing advice, to other departments within the Chiefs of Ontario on data projects.

Duties:

- Establish regional processes for ongoing monitoring of First Nations health and wellness in Ontario (including development and implementation of meaningful metrics related to health and wellness)
- Develop processes to support community-level surveillance
- Write and develop policies, processes and protocols related to research
- Monitor and improve the quality of research within the Chiefs of Ontario
- Ensure First Nations data managed by COO and/or its partners aligns with OCAP® principles
- Serve as team member and/or co-investigator in studies that may be led by others, develop contacts within partner and government agencies and build COO's reputation as a competent and reliable partner, represent COO in external networks and projects
- Write successful proposals for funding, design effective studies, be an integral part of research teams as requested/needed
- Analyze data, facilitate interpretation of data analyses, prepare reports and publications as needed
- Ability to translate research and data into accessible language and formats
- Member of the Ontario First Nations Data Governance Committee

QUALIFICATIONS:

- Master's degree in epidemiology, public health, biological science or medicine, in analytical science or medicine, plus at least 5 years' experience in data analysis, leading projects and performing research.
- Desire to advance First Nations data sovereignty
- Broad technical expertise in surveillance, epidemiology, research and data management
- Expertise in data analysis (quantitative and qualitative expertise preferred) and knowledge translation
- Track record of publications and/or grant funding
- Experience at both leading and managing research initiatives
- Excellent written and verbal communication skills
- Ability to self-direct and be an effective team member
- Driven towards constant improvement and lifelong learning
- Ability to translate research into useful policy and recommendations

BENEFITS:

- Hybrid Work Arrangement
- Two (2) Weeks Paid Time Off for December Holiday Break
- Two (2) Weeks of Paid Vacation per Year, Progressively Increasing After Years of Service
- Ten (10) Days of Paid Sick Leave per Year
- Five (5) Days of Personal Time per Year
- 100% Employer Paid Group Insurance, Including Extended Health Coverage, Dental, Short-/Long-Term Disability, and Life Insurance

Duration: ASAP - March 31, 2026, on a full-time contract basis based on work performance and funding. COO offers an attractive benefit package and retirement savings plan, extended Christmas Holiday break, and competitive salaries.

Deadline: Open until filled.

Send letter of application, resume and include two professional references marked confidential to:

Ashley Nardella, Human Resources
opportunities@coo.org

Successful candidate must be eligible to work in Canada.

Interviews will be held on Microsoft Teams. While we appreciate all applications, only those candidates short-listed for an interview will be contacted.