

POSITION IDENTIFICATION

Position Classification:	M&P, Research Facilitation, Level C
Position Title (if appropriate):	Lead, Data Access, Research and Development
Faculty/College:	School of Population & Public Health, Faculty of Medicine
Department:	Population Data BC
FTE:	1.0 (Full-time)

POSITION SUMMARY

Population Data BC (PopData) is a multi-university, data and education resource facilitating interdisciplinary research on the determinants of human health, well-being and development.

We support secure research access to individual-level, de-identified longitudinal data on 4.8 million residents living in British Columbia, linking data across various sectors such as health, education, early childhood development, workplace and the environment. Population Data BC also offers a professional specialization certificate in Population Health Data Analysis, training researchers across Canada and around the world.

Key objectives of Population Data BC are to:

- 1) Make more data sets available for research
- 2) Facilitate cross-linkages among the data sets in a privacy sensitive manner
- 3) Provide strategic leadership to ensure streamlined access to these data
- 4) Provide educational and other opportunities to ensure full and best use of those data

Population Data BC is the coordinating site for Health Data Research Network Canada (HDRN Canada) and the SPOR Canadian Data Platform (CDP): a research-enabling, distributed network that will create a single access portal connecting provincial and pan-Canadian data, allowing investigators to conduct multi-jurisdictional, person-focused research more efficiently. The SPOR CDP is a seven-year, \$81M (\$39M in cash) grant funded by the CIHR Strategy for Patient-Oriented Research (SPOR) and partner organizations across Canada.

The Lead, Data Access, Research and Development is responsible for leading initiatives that will benefit the researcher community and optimize the researcher experience – including, but not limited to, improving data access processes, developing metadata and documentation, and leading the

development of researcher reference materials, resources and supports. The incumbent will also oversee the day-to-day operations of the Data Access Unit, providing direction and guidance to a team of professionals facilitating researcher access to data.

ORGANIZATIONAL STATUS

Population Data BC is based at the School of Population and Public Health (SPPH), which is in the Faculty of Medicine at the University of British Columbia. We are a key member of the International Population Data Linkage Network, through which we have promoted international research collaborations and fostered working groups on privacy and access to data.

The Lead, Data Access, Research and Development reports to the Managing Director of Population Data BC. The incumbent will also work with the Scientific Director and other Leads within PopData. The Lead, Data Access, Research and Development will also engage with data stewards and the research community (provincial, across Canada, and internationally).

WORK PERFORMED

Data, access and resource development

- Manages the development of initiatives that will position Population Data BC to be one of the leading providers of data, servicing the research community and promoting research excellence. This includes identifying issues, solutions and priorities to support the continual improvement and efficiency of the unit;
- Leads data quality and availability initiatives that will attract and retain researchers, such as identifying and acquiring new datasets, and developing existing datasets and data holdings for increased usability
- Leads data access process transformation for researchers, utilizing subject matter expertise, data analyses, research findings as well as consultations with researchers and data stewards to support development and implementation, in conjunction with the Senior Data Scientist
- Supports PopData's scientific and academic credibility through providing research context and leadership in population health research, analyses, and data development; increases the academic value of PopData for researchers working with administrative data, both at a provincial level and beyond
- Leads the strategic development of publications/resources designed to support researchers, as well as analyses and publications for the benefit of the administrative data linkage community
- Designs and develops expanded services and resources to enhance researcher experience and usability

- Fosters and strengthens relationships among Population Data BC partners, data providers, and the research community
- Advises Population Data BC's leadership team on strategic directions for data access and resources for researchers
- Ensures that PopData remains on the leading edge of data for research purposes and contributes to the academic community, both across Canada and internationally

Operations and workflow management

- Leads development of service standards in terms of timelines, communications, accountability, etc., and fosters a culture of customer service within the Data Access team
- Works with Data Access team to implement and operationalize revitalized processes
- Oversees data ingestion processes, including communications with data providers and data variable classifications
- Oversees preparation of quarterly financial review and adjustment of cost recovery structure vis a vis financial objectives of attaining revenues to cover 20% of operating costs;
- Oversees completion of annual milestone and objectives reports for the Data Access Unit, aligned with the organizational objectives
- Oversees the preparation of quarterly reports on work objectives, accomplishments and delays
- Consolidates information relevant to the team from the array of external influences, and translates this information into how it may affect the work of the unit
- Oversees project timelines and plans for Data Access Unit (DAU) staff, including infrastructure projects
- Leads the performance review process for the direct reports
- Other work, as needed to fulfill the objectives of the Data Access Unit

CONSEQUENCE OF ERROR/JUDGMENT

This is a management position in an organization responsible for providing services to the research community. Work requires initiative, ingenuity, and attention to detail. This position requires considerable judgment in the management of project priorities, schedules, and resource requirements. An inability to manage and coordinate many tasks related to multiple complex projects may prevent or delay project completion.

The Lead, Data Access, Research and Development must communicate clearly and effectively in both written and interpersonal forms. Considerable interpersonal communication skill and judgment must be exercised in developing and implementing strategic planning and policy creation. Clear, concise, and convincing writing is required in the preparation policy and proposal documents.

This role must also be able to work effectively under pressure and help the team of Data Access Coordinators meet deadlines. An inability to do so may delay researchers' timelines in receiving the data required for their projects.

This role will work under strict confidentiality because of the nature of the data holdings and Population Data BC's agreements with the data stewards. Any breach in data security would place the future of PopData at risk.

Accuracy is essential since errors may have implications that affect the research community, stakeholders and public bodies. This role is responsible for checking the reliability and accuracy of work done by the Data Access staff and reporting challenges and obstacles directly to the Managing Director. Considerable care and attention to detail will be necessary in order to prevent inaccurate work that results in the release of erroneous information.

SUPERVISION RECEIVED

The Lead, Data Access, Research and Development works with wide latitude in a leadership capacity on a day-to-day basis, with input from both the Managing Director and other Population Data BC Leads. This role reports directly to the Managing Director.

SUPERVISION GIVEN

The Data Access Lead will supervise a team of 4+ Data Access Coordinators and Senior Data Access Coordinators, who are considered collaborators.

MINIMUM QUALIFICATIONS & SKILLS

Education: Postgraduate degree or an equivalent in a related discipline, or equivalent combination of education and experience. PhD in a relevant discipline is considered an asset.

Experience: Minimum of five years of broad related practical experience in project design and management, including policy development and implementation. Experience with health data research or data science is highly preferred. Experience in working within a statutorily-regulated or a privacy-sensitive environment is highly desirable. Work with sensitive information or complex data systems also a significant asset.

Skills:

- Ability to independently lead, develop and implement projects
- Strong leadership skills and a demonstrated ability to take initiative

- Strong understanding of research landscape in BC and researcher needs
- Demonstrated organizational skills and well-developed problem solving and conceptual abilities
- Highly developed time-management skills and demonstrated ability to direct and manage functions simultaneously
- Demonstrated ability to set and operationalize work plans within the context of limited time and budget
- Ability to understand complex processes and find ways to synthesize and simplify
- Ability to grasp subtleties in UBC partner, researcher and stakeholder needs, and to incorporate these into solutions
- Effective at documenting requirements and plans, particularly for the benefit of internal users / programmers
- Excellent interpersonal and communication skills, both with external clients and internal partners / staff
- Excellent listening and interviewing skills
- Excellent oral and written communication
- Creative problem solver
- Ability to work effectively both independently and within a team environment
- Ability to lead others
- Ability to exercise initiative, judgment and discretion.
- Ability to be flexible, operate under pressure
- Must be positive in attitude and a team player

Due to the sensitive nature of the data holdings at Population Data BC, the successful candidate is subject to the security screening requirements of our data providers.