



Analyst, Data Holding

Under the leadership of the Manager, Data Holdings and Operations, the Analyst, Data Holdings plays a critical role in the administration, quality assurance, and reporting of pediatric oncology data within POGO's proprietary databases.

POGO maintains multiple data holdings containing personal health information (PHI) related to childhood cancer care, survivorship and supporting POGO programs and services. POGO has grown into a substantial data repository on childhood cancer in Ontario and under the Ontario Personal Health Information Protection Act, is a "prescribed entity". This authorizes POGO to collect, use and disclose personal health information (PHI) for the purposes of analysis or compiling of statistical information with respect to the management, evaluation or monitoring of the allocation of resources to, or planning for, all or part of the health system, including the delivery of services. The Analyst, Data Holdings will play a key role in ensuring the integrity, security, and usability of POGO's data to support these initiatives.

Key responsibilities:

Data Administration & Quality Control

- Collaborate with cross-functional teams supporting maintenance and improvements to data holdings in support of POGO programs and initiatives.
- Support and mentor a team of data holding end-users across multiple hospitals.
- Maintain and troubleshoot data dictionaries and diagnostic nomenclatures.
- Ensure data quality through regular audits, validation checks, and feedback loops.
- Participate in data quality framework development and implementation.
- Assist in the development and maintenance of user manuals and training materials.
- Assist in the review and development of data collection forms and program evaluation tools.
- Collaborate in developing of standard operating procedures for organizational data practices.
- Collaborate with privacy program in alignment of data programs with PHIPA standards.

System & Database Support

- Collaborate with software developers to maintain and enhance data holdings.
- Participate in database design, testing, and implementation.
- Liaise with IT and legal teams to ensure compliance with provincial and federal data security and privacy regulations.

Reporting & Research Support

- Extract and prepare data for analysis and reporting for internal and external stakeholders.
- Collaborate with researchers to define data queries and reporting requirements.
- Contribute to national and international childhood cancer surveillance initiatives.
- Participate in special projects and research studies involving pediatric oncology data.
- Collaborate in development of data program reports.
- Liaise with Clinical Program leads for fulfillment of data requests.

Qualifications:

- Bachelor's degree in health sciences, Health Informatics, Epidemiology, or a related field.
- 3+ years of experience in clinical data management, preferably in oncology or pediatric healthcare.
- Proficiency with relational databases, data dictionaries, and data extraction tools (SQL an asset).
- Strong understanding of data privacy legislation (e.g., PHIPA, PIPEDA).
- Excellent communication and organizational skills.
- Experience with medical coding systems (e.g., ICD-O, SNOMED CT) is an asset.

About POGO:

POGO partners to achieve an excellent childhood cancer care system for children, youth, their families, survivors, and healthcare teams in Ontario and beyond. POGO champions childhood cancer care, and as the collective voice of this community, is the official advisor to Ontario's Ministry of Health on children's cancer control and treatment. POGO is a non-profit organization with charitable status.

POGO is a great place to grow your career and support the advancement of the childhood cancer system in Ontario. We offer a highly flexible work environment, great benefits and an inclusive team culture that values your contributions.

What we offer:

POGO is a great place to grow your career and support the advancement of the childhood cancer system in Ontario. We offer a highly flexible work environment, good benefits and a generous, inclusive team culture that values your contributions.

- Hybrid work model (candidates are required to work from our Toronto office for 2+ days/week)
- A competitive compensation package including comprehensive health benefits
- 3 weeks of paid vacation time
- Participation in a defined pension plan with Healthcare of Ontario Pension Plan (HOOPP)

Interested in being a part of POGO? We look forward to your application!

We believe diverse perspectives strengthen our ability to deliver on our mission, and that to achieve our vision of excellence requires an environment in which everyone feels welcomed and valued, including our team, and those we serve and with whom we work.

POGO is committed to meeting the accessibility needs of all applicants throughout the recruiting and selection process. Please let us know about any accommodation and/or support requirements.

How to Apply:

Interested applicants are invited to submit a cover letter and resume (both required) as one attachment to hr@pogo.ca

Please note we are only accepting applications from those authorized to work in Canada and we are not currently sponsoring any work visas.

We gratefully appreciate all interest; however, only those selected for an interview will be contacted.