

POSITION SUMMARY
QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE:	Biostatistician / Epidemiologist		
DEPARTMENT:	Ophthalmology		
POSITION NUMBER:	00501231		
GRADE:	9	EFFECTIVE DATE:	October 23, 2013

JOB SUMMARY:

Reporting to the Department Head, and Deputy Head, the Biostatistician/Epidemiologist will work collaboratively with clinician scientists and other researchers in the Queen's University Department of Ophthalmology with a primary focus on health services research. The incumbent will be responsible for providing epidemiological expertise and project management oversight for collaborative projects. The incumbent will also have opportunities to develop their own research plans in collaboration with the lead clinician scientist.

KEY RESPONSIBILITIES:

The Biostatistician/Epidemiologist will develop, plan and implement study/project protocols including ICES projects in collaboration with clinician scientists. These activities may include:

- Assisting and/or taking the lead in study design and sampling strategies;
- Assisting and/or taking the lead in producing accurate and timely data/reports including the development of data creation and analytic plans; data interpretation and presentation; and development of procedures for data validation as appropriate;
- Analyzing data using statistical software including SAS;
- Collaborating with ICES Programming and Biostatistics team member(s) to develop and implement statistical analyses according to ICES SAS Programming Standards;
- Assisting and/or taking the lead in grant/project submissions;
- Completing literature searches and/or literature reviews;
- General project management which may include:
 - Monitoring project timelines and deliverables in collaboration with other team members;
- Writing reports, abstracts, poster presentations, peer-reviewed publications and other relevant deliverables, in collaboration with the Principal Investigator;
- Completing and maintaining updated project documentation according to ICES standards/guidelines such as Privacy Impact Assessments and Dataset Creation Plans;
- Interfacing with internal and external stakeholders in support of the project such as expert panels, committees and team meetings.

REQUIRED QUALIFICATIONS:

- Doctoral degree in Epidemiology, Biostatistics, Health Sciences, Health Administration or a related field;
- Experience independently managing clinical, epidemiological and/or health services research projects;
- Mastery of core epidemiological concepts related to study design and analysis;
- Comprehensive working knowledge of:
 - Biostatistical analytical methods applied to health services and clinical research;
 - Common research and data presentation methodologies;
 - Data collection and/or management methodologies;
- Ability to ensure that confidentiality is maintained at all times per ICES standards and current legislation.

SPECIAL SKILLS:

- Demonstrated initiative and decision-making abilities
- Demonstrated ability to problem-solve and function independently
- Effective interpersonal, written and oral communication and presentation skills
- Excellent project management skills, with the ability to prioritize workload
- Ability to maintain high standards and professionalism
- Understanding of the concepts and policy implications of health services research

DECISION MAKING:

- Conceptualize and recommend study/project protocols. Determine the optimum protocols, methods or techniques to employ.
- Make decisions on appropriate research design and use of biostatistical methodology.
- Determine content and draft documents such as scientific reports, articles, abstracts and grant proposals.
- Determine whether a particular protocol/analysis falls within ethical guidelines.

FOR RESEARCH POSITIONS ONLY:

	YES	NO
1. Is this position technical in nature in a lab or lab-related area?	X	<input type="checkbox"/>
2. Does this position support a research project?	x	<input type="checkbox"/>
If yes, indicate name of the project: Multiple Projects		
3. Does this position report directly to a Principal Investigator (PI)?	x	<input type="checkbox"/>
If yes, indicate name of the PI: Dr. Ten Hove and Dr. Campbell		

SIGNATURES:

Date

Incumbent

Manager

Department Head/Director or Designate