



# REGIONAL GERIATRIC PROGRAM OF TORONTO

## Project and Data Coordinator

**Job Title:** Project and Data Coordinator

**Location:** Sunnybrook Health Sciences Centre, 2075 Bayview Ave, Toronto ON

**Type:** Permanent Full-Time; Hybrid work environment

**Contact:** [rgp.toronto@sunnybrook.ca](mailto:rgp.toronto@sunnybrook.ca)

**Job Posting:** until filled

### Job Description

The RGP is a leader in advancing a health care system in the Greater Toronto Area (GTA) with the commitment, knowledge and skills to provide effective and efficient diagnostic assessment, treatment and rehabilitation services to the growing population of older persons, particularly frail elders, who are expected to benefit from them.

The RGP is seeking an experienced project and data coordinator with interest in the care of older adults, continuing health professional development and implementation of operational projects. The role would involve project consultation, work on RGP projects and initiatives, developing and sustaining existing RGP databases, and collating as well as analyzing data.

### Responsibilities

Reporting to the Director of Operations, the Project and Data Coordinator will play an important role in working with the RGP team. The **Project and Data Coordinator** will be accountable for the following areas:

#### A) Project Consultation and Coordination

- Support development of projects and proposals, in particular providing input on project objectives, research and evaluation methods and data management systems
- Develop project plans to include milestones, tasks, and target/actual dates of completion
- Prepare and submit project status reports to management
- Critically appraise research literature
- Develop qualitative and quantitative survey tools
- Coordinate and manage the collection, analysis, and reporting of data
- Coordinate RGP Committees, webinars and educational sessions
- Write/present reports including assistance with grant proposals (e.g. Literature search, formatting references etc.)

#### B) Data Analytics and Reporting

- Coordinate and manage the collection, collation, validation, analysis, initial interpretation and reporting of financial and performance data
- Present data through the use of data visualization and detailed reports and dashboards and tailor data presentations based on varied stakeholder needs
- Conduct statistical analysis of datasets and ensure accuracy in analysis

- Use data modeling and business intelligence to support the RGPNetwork
- Develop, analyze and provide recommendations based on reported data to support RGP quality improvement initiatives and business case
- Able to determine business insights and opportunities through the collection, assessment, analysis and visualization of data;

### **C) Database Systems and Website Support**

- Sustain, manage and provide first line of support for RGPdatabases
- Escalate complex or unsolved problems to the system developer and coordinate resolution
- Support application and training for system users in RGP network
- Develop new databases and report modules
- Assist with website updates and changes
- Proactively identify opportunities to improve databases to enhance usability, and to increase the accuracy, quality and timeliness of the data
- Lead ongoing review of business processes, re-engineer legacy applications and develop and implement optimization strategies
- Recommend and order computer equipment, devices, and software

### **Education and Experience**

- Undergraduate degree in health informatics, computer science, industrial (systems) engineering or related field (Master's degree preferred)
- 3-5 years of experience in the healthcare systems, statistics, dashboards, interpretation, reporting and analytics (qualitative and quantitative)
- Project Management Professional certification an asset
- Minimum 2 years of related experience in project management or consulting
- Experience working in a health care organization or geriatrics an asset
- Proficiency in Microsoft Office suite applications such as Word, Visio, PowerPoint with advanced skills in Excel (VBA) (i.e. data cleaning, validation and manipulation), Access (SQL), Power BI
- Experience with data visualization

### **Qualities**

- An aptitude for accuracy, detail and quality oriented
- Analytical, problem-solving and critical thinking skills
- Self-directed, with the ability to work independently and efficiently in a fast-paced environment; inquisitive and comfortable to respectfully challenge status quo in the spirit of continuous improvement and achieving relevant RGP goals
- Strong communication and interpersonal skills and the ability to build and maintain strong relationships with key stakeholders at all levels
- Excellent time management and organizational skills
- Demonstrated professionalism, including taking ownership for work, meeting commitments, good judgment, and diplomacy
- Ability to work in a team-oriented, collaborative environment
- Knowledge of Personal Health Information Protection Act, Personal Information Protection

and Electronic Documents Act, and other legislation related to health information is an asset

- Knowledge of trends, strategic frameworks, and advances in data and analytics capabilities considered an asset

### **Accountability**

The Project and Data Coordinator works under the supervision of the Director of Operations and collaborates with program directors, managers, health professionals, and other staff throughout the RGP Network.

### **How to Apply**

Please email your cover letter and resume (as one PDF file) to [rgp.toronto@sunnybrook.ca](mailto:rgp.toronto@sunnybrook.ca). Please state ***“Project and Data Coordinator Application”*** in the email subject line.

***Applications will be reviewed as they are received until the position is filled. Only candidates selected for an interview will be contacted.***

The RGP is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your application.

[www.rgptoronto.ca](http://www.rgptoronto.ca)