
SENIOR ANALYST – ADMINISTRATIVE DATA, HEALTH SYSTEM ANALYTICS

FULL-TIME, 12-MONTH TERM WITH POSSIBLE EXTENSION

Do you want to contribute to improvements in Alberta's healthcare system?

Health Quality Alberta is a provincial agency that brings together patients, families, and our partners from across healthcare and academia to inspire improvement in patient safety, person-centred care, and health service quality. We assess and study the healthcare system, identify effective practices, and engage with Albertans to learn about their experiences. Our responsibilities are outlined in the *Health Quality Council of Alberta Act*. We encourage you to visit our [website](#) to learn more about us, our survey and measurement work, and the variety of products we produce.

Job Summary

As a Senior Analyst – Administrative Data, you will support the design, implementation, and analysis of administrative health data to produce high-quality, actionable insights. Working closely with project leads, the position will manage day-to-day analytical activities, apply appropriate methodologies to large-scale datasets, and ensure data quality through rigorous quality assurance processes. The position will contribute to reporting and dissemination of findings to diverse audiences, translating complex analyses into meaningful insights that reflect patient, provider, and system experiences. This work will primarily support our [FOCUS](#) website and [Primary Healthcare Panel Reports](#).

Key responsibilities

- Executes data processing tasks and develops, maintains, and runs scripts, programs, and automated services to support ongoing analytics and reporting.
- Identifies and troubleshoots issues within datasets, pipelines, and analytical code, implementing timely solutions or escalation plans.
- Ensures data quality through the development and execution of quality assurance checks and thorough documentation.
- Apply appropriate methodologies for working with large-scale administrative data to meet project objectives.
- Conducts descriptive and inferential statistical analyses to explore trends, measure outcomes, and inform reporting.
- Supports the development of reporting outputs, including technical products, presentations, and public-facing reports.
- Assists with communication of analytical findings to a range of health system audiences using clear visualizations and summaries.
- Supports project planning activities, including data access protocols, timelines, and data management approaches.

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- Monitors assigned tasks, tracks progress, and communicates risks, issues, and updates to project leads.
 - Collaborates with internal teams and external partners to support interpretation and use of administrative data.
 - Contributes to continuous improvement of processes, documentation, and standard operating procedures.

Qualifications

- Master's degree in a relevant field (e.g., public health, epidemiology, psychology, sociology, statistics), or a Bachelor's degree with equivalent experience.
- Minimum of 2 years of experience working with healthcare system data and quantitative research methods, including participation on multi-disciplinary teams.
- Skilled in conducting statistical analysis and data interpretation using Python, R, SAS and/or Stata.
- Experience working with large administrative datasets, including data extraction, cleaning, coding, validation, and reporting.
- Familiarity with Windows applications is considered an asset.
- Strong organizational and time management skills, with the ability to manage multiple concurrent projects and meet tight deadlines.
- Demonstrated attention to detail and analytical rigor in handling complex data.
- Flexible, adaptable, and committed to ongoing learning and the integration of new tools, technologies, and data methodologies.
- Effective communicator, with the ability to clearly present findings and contribute to both technical and non-technical deliverables.
- Knowledge of Alberta's healthcare system or the broader Canadian health system is considered an asset.
- Experience contributing to reports, research briefs, or academic publications is considered an asset.

Working conditions

- Willing to travel throughout Alberta, with occasional travel out of province.
- Location: Calgary, Alberta
- Hybrid work environment: 3 days in the office (mandatory).

Compensation

- We offer a competitive salary.

Want to apply?

Send your cover letter and resume to: HumanResources@hqa.ca by **July 24, 2026** and include the following job posting ID in the subject line: **#HSA-2026-SA1**.

Health Quality Alberta is dedicated to developing a supportive and inclusive workplace. We are committed to building an environment that represents a variety of backgrounds, cultures, perspectives, and skills, which reflect the people we serve.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The successful candidate is legally required to work in Canada and will be required to provide professional references and undergo a satisfactory criminal record check prior to the commencement of employment.