Job Description
Job Title
: Analytics & Programming Lead (Lead Analyst)
Job Number:
180000DM
Job Posting
: Nov 6, 2018, 11:39:23 AM
Description

Are you interested in becoming part of a dynamic team that is looking to innovate and improve?
Would you like to work for a company that has been rated by the BBJ (15+yrs) as one of the best places to work
Do you want to be part of a company that is committed to giving back to the community?

Harvard Pilgrim Health Care Institute (HPHCI) is currently seeking a highly motivated individual to join the The
Infectious Disease Epidemiology (TIDE) group within the Department of Population Medicine (DPM) (www.po
Analytic Development & Programming Team Lead (Lead Research Analyst) for the Sentinel Program's Operati
FDA-funded medical product surveillance system, which uses existing administrative and electronic health care
collaborating and Data Partner institutions around the country (www.Sentinelsystem.org). TIDE brings together
faculty, researchers, analysts, programmers, software developers, and staff who, together, make up the Sentinel (
FDA's regulatory mission.

The Analytic Development & Programming Team Lead (Lead Research Analyst) will perform a variety of obser
health surveillance related activities for Sentinel, including but not limited to: leading or co-leading initiatives to
querying tools (https://www.sentinelinitiative.org/sentinel/surveillance-tools/routine-querying-tools); SAS data r
preparation. Additionally, s/he will delegate and assist staff with prioritization of tasks, provide performance fee
in HPHC, DPM, and TIDE sponsored manager meetings. This position requires high-level communication skills
investigators, project managers and other programmers/analysts, both within HPHCI and with external institution

WHAT YOU WILL BE DOING:

- Lead initiatives to expand Sentinel routine querying tool capabilities and develop associated analytic plan
  Oversee the preparation of associated scopes of work, timelines, and deliverables. Oversee analytic progr
  using SAS® software), quality control testing, and documentation in accordance with internal standards a
- Collaborate and consult with biostatisticians and investigators on the review, design, specification and im
  methods. Serve as a knowledgeable resource on analytic programming within a distributed data network
  develop, support and enforce best analytic programming practices to create flexible, reusable, scalable, co
  easily maintainable SAS® programming code for use across multiple studies.
- Supervise and mentor a team of 6-8 analytic SAS® programmers, oversee hiring and new employee onbo
  career development planning, identify training and development needs, and manage conflicts. Participate
  build effective teams to achieve common goals.
- Direct work and motivate team members, providing direction, delegating and removing obstacles to comp
- Develop collaborative working relationship with stakeholders and partners and represent the program ext

internal and external investigators and analysts to understand and interpret questions, create technical spe
develop reports. Provide guidance and suggestions based on scientific and operational experience.

- Perform out-of-the-box thinking, collaborate with others, and make a difference every day!
- Other duties and projects as assigned.

Qualifications

WHAT YOU NEED:

- Bachelor's degree required; master's degree in public health, health services research, health policy, econ
biostatistics, or similar field strongly preferred with 11+ years of relevant experience conducting epidemi
working with administrative healthcare and electronic health record data.
- Proficient at synthesizing and summarizing technical details for a broad audience.
- Adept at analyzing data and reporting findings; intermediate SAS programming skills. Knowledge of cor
coding systems (e.g., NDC, ICD-9-CM/ICD-10-CM, HCPCS).
- High-level communication skills for close collaboration with investigators, project managers and other pr
within HPHCI and with external institutions and collaborators.
- Resilient, collaborative, flexible, innovative.

WHAT MAKES US STAND OUT:

- Work-Life-Flexibility
- Paid volunteer time off (up to 3 days annually)
- Open Time Off
- Annual Mini-Grant of $500 donated to a non-profit organization of the employee's choice
- Educational Reimbursement

Working Environment
Office environment.

Primary Location
: United States of America-Massachusetts-Boston
Organization
: 998 Harvard Pilgrim Health Care Grant