Working Title: Data Analyst, Primary Data Collection  
Payroll Title/Grade: Research Consultant/6  
FTE: 100%  
Supervisor: Project Officer II

The Institute for Health Metrics and Evaluation (IHME) is an independent research center at the University of Washington focused on expanding the quantitative evidence base for health. IHME aims to provide the best possible quantitative evidence base to policymakers, donors, and researchers in order to make decisions that lead to better health. Often that means providing as complete a picture as possible of health in a particular country, drawing upon a wide array of secondary data sources and helping prepare and execute primary data collection processes and systems.

IHME has an outstanding opportunity for a Data Analyst on a primary data collection project.

The Data Analyst will be integral to creating instruments for data collection, corresponding with field teams, and contributing to data management, data verification, and the creation of graphics and tables for analysis. This position will help with data quality management through an intensive period of data collection and will be instrumental in helping to present the key summary results derived from the data.

The Data Analyst must interpret and apply complex protocols systematically, learn computer coding languages and software to help manage survey data and the surveys themselves, and develop ways to quality check the data regularly. The position requires dexterity with quantitative data and a keen attention to details. This position directly contributes to cutting-edge data collection and analysis that helps IHME establish a high bar of excellence in the field of population health metrics and evaluation.

This position will include additional work alongside other Data Analysts on complementary projects and will require knowledge, skill sharing, and collective problem-solving. Overall, the Data Analyst will be a critical member of an agile, dynamic research team.

**Responsibilities include:**

*Research learning*

- Become familiar with substantive areas of expertise to understand the dimensions and uses of health data in complex multidisciplinary analyses.
- Understand fully survey items and structure and the purpose each serves in addressing study needs.
- Work directly with researchers to explain and modify surveys and databases to best serve the needs of evolving data collection.
- Create and document efficient, effective, and replicable methods to extract data, write and apply code as relevant, organize data sources, manage data quality, and produce summary results.
Primary data collection quality management and extractions

- Learn and apply code to develop surveys using pre-defined survey software.
- Develop code to perform survey-specific data verification and quality management.
- Communicate with individuals collecting primary data in order to troubleshoot survey problems and ensure high-quality results.
- Prepare summaries of data quality as well as progress toward data collection, cleaning, and analysis targets.
- Using standardized protocols, identify problems with survey data, rectify issues, and systematize data quality methods to ensure high-quality future analyses.
- Extract, format, and transform data from multiple sources according to set protocols and in consultation with researchers to best meet their needs.
- Execute queries on databases to respond to the needs of senior researchers and external requests from collaborators, media, policymakers, donors, and other stakeholders.
- Learn and apply computer coding skills as needed to clean, merge, aggregate, and format datasets and to adapt databases with needed additions.
- Archive, catalogue, and annotate datasets according to Institute standards to build a common library of materials for use by a wide set of researchers.
- Become adept with and apply data conversion and extraction tools, as needed.

Publications, presentations, and data requests

- Create tables, figures, and charts for presentations and publications, drawing upon data and information from a multitude of sources.
- Provide referencing support for publications and presentations.
- Populate and maintain citation databases.

General

- Communicate clearly and effectively while contributing as a productive member of both the relative project team and the research management team. Work closely with other team members to help them with relevant tasks, show them how to learn new skills, and help resolve emerging problems on different projects. Attend relevant meetings, adhere to deadlines, and participate in collectively advancing team-level objectives.
- Participate in overall community of the Institute, carrying out duties as required as team members with other Institute members.

Requirements:

Bachelor’s degree in social sciences or related field, or equivalent combination of education and experience.

Additional Requirements:
• Demonstrated facility with analytic tasks and ability to participate productively in an interdisciplinary team setting.
• Strong quantitative aptitude, desire to learn new skills, and ability to interpret complex analytic information.
• Strong sense of focus and attention to detail.
• Ability to learn new information quickly and apply analytic skills to better understand complex information in a systematic way.
• Demonstrated organizational skills, self-motivation, flexibility, good communication skills, and the ability to work and thrive in a fast-paced, energetic, creative, entrepreneurial environment.
• Interest in global health research.
• Experience with Stata and/or R is preferable.
• Prior experience with primary data collection quality management is optimal.
• Experience writing novel code to handle complex analytic tasks is optimal.
• Experience with using, building, or maintaining databases of quantitative information is optimal.

Desired:

• Professional proficiency in a second language, Spanish or Portuguese preferred.

Conditions of employment:

• Appointment to this position is contingent upon obtaining satisfactory results from a criminal background check.
• Weekend and evening work sometimes required.
• International travel may be required up to 15% of the year.

Further Information: See IHME’s website: www.healthdata.org

To Apply: Please apply through the UW Hires Website and enter Req 138790.

The University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.