Belleville and Quinte West Community Health Centre

Data Analyst

Belleville and Quinte West Community Health Centre (BQWCHC)

Permanent Full Time (1.0 FTE)

$63,299.60 - $76,949.60/annually, working 35 hrs per week.

Start date: December 1, 2026

Job Summary: The Data Analyst supports the collection, analysis, interpretation, and reporting of quality data pertaining to BQWCHC's wide range of programs, services and operations. This role focuses on making timely data available and transforming raw data into meaningful insights to inform reports, dashboards, data summaries and quality improvement initiatives for a wide variety of end-users.

Why work here:

- Monday-Friday
- Employer Paid Benefits
- HOOPP Pension
- Collaborative Team Culture
- Values Driven Decision Making
- Trauma-Informed Approach

Key Areas of Responsibility:

- Support the development and maintenance of data systems that meet evolving organizational needs, ensuring they remain reliable, accurate and fit for purpose.
- Collaborate with key stakeholders to support the collection of complete, accurate, and consistent quality data across programs and services.
- Collaborate with stakeholders to clearly define and understand data parameters, requirements and definitions so that analysis and reporting meet user needs.
- Generate and analyze timely, accurate and validated data reports that inform performance monitoring, reporting and accountability requirements and communicate findings clearly to a range of audiences.
- Build intuitive dashboards, charts and visuals to translate complex datasets into clear takeaways for a variety of end-users.
- Observe and assess processes to support data management and identify opportunities for quality improvement
- Ensure healthcare data is handled in accordance with applicable privacy and confidentiality requirements
- Follow relevant legislation and organizational policies, including PHIPA and cybersecurity practices, where applicable.

A copy of the full job description is available upon request.

Qualifications:

- Undergraduate degree in Data Analytics, Health Informatics, Computer Science, Information Technology, Statistics or related discipline.
- Minimum two (2) years' relevant experience in data analysis, preferably in a healthcare setting.
- Proficiency with data collection, analysis and modeling tools such as Power BI, SQL, and Microsoft Excel or other spreadsheet applications.
- Experience working with web-based applications and survey platforms to support data collection, reporting and analysis.
- Demonstrated experience in database development, health informatics, data analysis and data quality management within a healthcare setting.
- Understanding of software development processes and system implementation.

To apply for this opportunity please forward your resume and cover letter electronically to hr@bqwchc.com.
Within the subject line of your email, please indicate the position title for which you are applying.

POSTED UNTIL: November 20, 2026, at 4:00pm

BQWCHC encourages applications from diverse communities including person with disabilities, the 2SLGBTQ+, Indigenous, and racialized communities. If you have a disability and require accommodation to participate in the hiring process, please call 613-965-0698 x 146 or email hr@bqwchc.com. For more information, please visit our website at www.bqwchc.com. We sincerely thank all applicants however, only those selected for an interview will be contacted.