

Vice President, Data Management and Business Intelligence

Position Summary

Responsible for providing oversight for all data related activities and leading the organization's data efforts. Uses industry knowledge and professional experience related to data to advance the cause of PACE. Supervises a team of four, all of whom are authorized to have access to protected health information.

Position Responsibilities

To perform this job successfully, each essential duty and responsibility must be performed satisfactorily. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Other duties may be assigned to meet organizational goals.

- Build, lead and supervise a high-performance team of data professionals who are responsible for the timely delivery of benchmark reports and data analytics to NPA members and internal staff
- Identify, create and put in place strategies to support member's understanding, use and value of NPA data services to improve care and overall PACE operational performance and quality
- Anticipate future member needs by identifying emerging issues and industry trends, as well as engaging members
- Develop data standards and procedures to ensure a high degree of accuracy and integrity in the management of data and obtain buy-in from members and vendors
- Create, manage and utilize secure data structures to store and manipulate data, including protected health information
- Manage change in a dynamic data environment, such as converting to enhanced systems/applications for improved performance and efficiency or to provide creative solutions to business challenges
- Effectively communicate concepts and technical information at multi levels; develop presentations on new products/services, ongoing process improvement efforts and/or operational initiatives
- Ensure data services align with NPA's strategic plan
- Position NPA as the focal point of data driven business intelligence resources for PACE

HIPAA

In order to fulfill the position responsibilities, the VP of Data Management and Business Intelligence must have full administrative and usage rights to secure databases and files containing protected health information (PHI). Responsible for adhering to relevant sections of NPA's HIPAA policies and procedures and ensuring compliance by the Data Team of those policies and procedures. Educates NPA members on secure, HIPAA-compliant methods of transferring PHI to NPA.

Knowledge, Skills and Abilities

- Proficiency in the MS office suite of tools, particularly Excel and Access; experience in or conceptual understanding of SQL Server and My SQL or Python is a plus
- Understanding of accounting, economics, or finance
- Ability to think critically, formulate ideas and solutions and articulate them both verbally and in writing
- Strong statistical analysis skills
- Understanding of health care (particularly the PACE model)
- Experience working with data, databases, table structures, and data quality concepts
- Excellent communication/interpersonal skills
- Experience serving internal and external customers
- Strong project management skills
- Supervisory experience with an emphasis on mentorship, team building and collaboration

Requirements

Education

- Master's degree in a quantitative area or healthcare analytics, or equivalent relevant experience

Experience

- 10+ years' experience in a healthcare data analytics environment; PACE experience is a plus
- 5+ years' demonstrated supervisory experience managing IT/data staff

Working Conditions

Small, fast paced team office environment with moderate noise levels. Normal sitting and standing activities for an office environment. Use of phones and computers for extended periods of time. Utilize office equipment and communication technologies for conference calls and teleconference meetings/webinars. Ability to travel locally and to other cities for meetings and conferences.

Please submit a cover letter and resume to info@npaonline.org. After January 18th we will no longer accept resumes for this position.

Due to the large volume of resumes expected to be received, only those candidates selected for an interview will be contacted.

This position description should not be construed to imply that the requirements are the sole standards for the position. Incumbents are expected to perform all other duties as required.