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Position Summary

POSITION TITLE: Biostatistician II

Purpose

The Center for International Blood and Marrow Transplant Research (CIBMTR) provides a unique resource of data and statistical expertise to the scientific community for addressing important issues in hematopoietic cell transplantation and cellular therapies. The Biostatistician II is responsible for meticulous data management and analysis for multiple ongoing research studies, including analyzing and interpreting data, conducting outcome analysis, data cleaning, database development and maintenance, and collaborates in the overall management of statistical operations activities of the CIBMTR MCW research portfolio. Provides supervision, direction, and guidance to Biostatistician I staff to facilitate statistical operational activities of the CIBMTR under the direction of CIBMTR Biostatistician IIIs. Share responsibility with Biostatistician II for assuring the validity and accountability of Biostatisticians I products.

Primary Functions

Research:

- Work with Biostatistician IIIs to implement strategies that enhance the performance and capabilities of the CIBMTR MCW's statistical services to ensure the alignment of goals and objectives with the mission, vision, and goals of the CIBMTR.
- Working with Biostatistician IIIs, implement standard metrics relative to operational success.
- Under direction of CIBMTR Biostatistician IIIs ensure timely completion and success of required tasks of Biostatistician Is.
- Assist in the project management of studies and projects to ensure the timely and accurate completion of statistical-related components for analyses, reports, and submission for publication or contract deliverable.
- Implements standard quality control processes to ensure implementation within the Statistical Operations area.
- Works with Statistical Directors in the writing of Statistical Analysis Plans, Statistical Reports, and statistical methodologies sections of clinical study reports.
- Serve as the primary statistician for CIBMTR research studies and independently collaborate with principal investigators in the development and implementation of complex datasets.
- Write SAS programs to create or verify key analysis data sets and TLFs.
- Performs descriptive, univariate and multivariate (with PhD statistician supervision) analyses.
- Review clinical study reports and assist in manuscripts submitted for publication.

Innovation:

- Collaborate with cross-functional teams to determine the best approach to accurately measure and track different crucial to quality metrics for new technologies in testing.
- Collaborate with Information Technology staff to create new computed database variables, resolution of database problems and optimization or expansion of the registry database.
- Collaborate with Data Operations staff to resolve data inconsistencies for research studies and projects. Maintain and collaborate in standard processes to resolve data inconsistencies.
- Collaborate in development of data collection forms.
- Develop and implement systems that optimize statistical efficiency and data quality.
- Identify problems and root causes that will aid in developing complete, validated solutions to customers.
- Collaborate on the creation and maintenance of statistical programming standards to ensure standards are up to date and in line with study and project requirements.

Registry Support:

- Collaborate on the development of program materials including educational materials, training manuals, marketing materials, websites, and reports.
- Represent CIBMTR MCW statistical operations in collaboration with CIBMTR faculty in business development activities including at sponsor meetings, capability presentations, and meetings.
- Participate on appropriate committees relevant to the advancement of CIBMTR Statistical Operations activities.
- Assist in the writing of grants and peer-reviewed scientific publications, providing expertise and statistical content regarding the statistical analysis plan, study population, statistical methodology and description of results.
- Escalate key statistical operational issues to the Biostatistician II for review and solutions.
- Provide training, mentorship, and guidance to biostatisticians I.
- Collaborate with the Statistical Operations administrative staff to support the management of the CIBMTR Scientific Committees.

Staff responsibilities:

- Directly supervise CIBMTR-MCW Biostatistician I. Responsible for administrative functions including hiring, training, ongoing evaluation of performance, mentoring and corrective action.
- Supervise Biostatistician I materials to address requests from physicians, patients, pharmaceutical and insurance companies, the media, state, and federal government agencies through the CIBMTR Information Request Process.
- Supervise Biostatistician I materials on the design, data tabulation and analysis data models for research studies and projects.
- Assist and maintain system to standardize/enhance training to increase productivity and performance.
- Assist in training of Biostatistician I staff, CIBMTR research fellows and students on statistical techniques and CIBMTR procedures.
- Participates in hiring new staff.
- Perform other duties as assigned.

Knowledge - Skills - Abilities

- Knowledge: Research study design methods, independent problem solving, decision making, statistical analyses.
- Skills: Experience managing or coordinating the provision of statistical projects, programming experience with statistical analysis programs, logistic regression and survival analysis, research

writing for publication, interpersonal communication and networking, teaching, mentoring and supervisory/management; independent research project management, written, oral and presentation skills required. Microsoft Office computer software and Internet skills.

Organizational Structure

Building: Froedtert Clinical Cancer Center
Department: Medicine
Division: CIBMTR
Reports to (Title): Biostatistician III, Statistical Operations and Clinical Outcomes Research

Direct Reports (Titles): Biostatisticians I
Collaborates with (Titles): CIBMTR Scientific Directors, Statistical Directors, Program Directors, Programmer Analysts; Principal Investigators of Research Studies

Specifications

Appropriate education and/or experience may be substituted on equivalent basis

Minimum Required Education: Master's degree

Minimum Required Experience: 3 years

Preferred Education: Master's degree in Biostatistics or closely related biomedical field where biostatistical design and analyses comprised the primary course of study and application in statistical analysis of data from large, long-term, observational epidemiological research studies.

Preferred Experience: Experience preferred in performing statistical design/analysis of data from large, long-term, observational epidemiological research studies, advanced knowledge of one or more programming languages. Knowledge of data structures and data science techniques. Ability to plan, create, program, and manage complex statistical computer databases. Ability to provide technical guidance and leadership to professional personnel in area of expertise. Strong analytical communication, critical thinking, and problem-solving skills. Excellent time management skills and ability to multi-task and prioritize projects.

Field: Statistics

Certification: NA

Classification

Grade Name: 716
Full-Time Equivalent: 1.0
FLSA Status: Exempt
FLSA Test: Learned Professional
Workweek: Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.

Job ID: 274
Job Name: Biostatistician II
Position Category: Research Services (RS)

Job Scope

Complexity – regularly applied judgment to accomplish tasks; develops policies and procedures

Impact – errors may cause moderate to serious damage, accuracy highly important

Autonomy – performs work independently with regular check-ins; supervision available as needed

Communication – occasionally resolves conflicts; adapts communication style to audiences

Responsibility – advises others

Confidentiality – regularly prepares and uses confidential information

Leadership – acts as a role model

Physical Requirements

Work requires occasionally lifting moderate weight materials, standing, or walking continuously.

Risk Potential

Little or no exposure to hazards such as dust, fumes, or extreme temperatures, airborne or blood borne pathogens, extreme temperatures, or allergens.

Sensory Acuity

Ability to detect and translate speech or other communication required. May occasionally require the ability to distinguish colors and perceive relative distances between objects.

Work Environment

Occasional exposure to dust, noise, temperature changes, or contact with water or other liquids. Work is performed in an environmentally controlled environment.

Performance Dimensions

Collegiality: Exhibit confidentiality, honesty, and actions that build trust and strengthen relationships. Listen to others and effectively communicate in a clear and concise manner through written and verbal communication. Demonstrate respect and commitment to the values of diversity and equity; seek out and incorporate diverse perspectives into decision making.

Excellence and Creativity: Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, or develop opportunities. Generate novel and valuable ideas to impact institutional missions. Identify and implement new methods to increase efficiency and quality.

Education and Development: Displays an ongoing commitment to continuous learning and self-improvement in one's area of responsibility. Actively seek out mentorship and learning opportunities that can be applied to current and future work activities. Develop and maintain professional affiliations. Participate in design, development, and/or evaluation of instructional materials, methods, courses, or programs.

Agility and Judgment: Remain flexible and versatile in rapidly changing environment and adapt quickly to changing circumstances. Change behavioral style or method of approach when necessary to achieve a

goal. Make timely and sound decisions based on analysis of information, experience, and logic. Show reliability and accountability in the successful completion of all work.

Stewardship and Institutional Citizenship: Support transformational change to achieve institutional vision and strategies. Be an active and thoughtful participant in institutional initiatives, meetings, and committee work. Conserve resources and use in an efficient and cost-effective manner across all institutional missions. Look for ways to improve and promote quality within area of influence.

Disclaimers

Background Check: Employment in this position may be contingent upon successfully completing a background and criminal history check, caregiver background check in accordance with the Wisconsin Caregiver Background Check. Law, physical examination, and / or driving record check.

Equal Opportunity Employer: The Medical College of Wisconsin is an affirmative action / equal opportunity employer and does not discriminate in hiring or employment on the basis of age, sex, race, color, religion, national origin, veteran status, disability, or sexual orientation.

Diversity and Inclusion: The Medical College of Wisconsin defines diversity as a commitment to recognizing and appreciating the variety of individual differences in an environment that promotes and celebrates individual and collective achievement. The diversity of MCW continues to be an important source of innovative ideas and creative accomplishments.

Confidentiality: Employees that have access to MCW, affiliate, subsidiary, or student data or Protected Health Information (PI), or research protected information are obligated to protect the confidentiality and proper use and access of this information in order to prevent loss, misuse, unauthorized access, unnecessary identification, or security breaches.

Completeness: This job description is not an employment contract and the Medical College of Wisconsin may modify this document at any time. This document is intended to indicate the types of tasks and levels of skill, effort, and responsibility required by positions assigned this title. This information shall not be construed as a declaration of the specific duties and responsibilities of any particular position. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of direct reports. The functions described are not to be interpreted as exclusive or all-inclusive of the various functions performed.