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Position Summary

POSITION TITLE: Biostatistician III

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 CIBMTR Biostatistician III is responsible for the management and functioning of the statistical operations activities of the CIBMTR under the direction of the CIBMTR Program Director of Statistical Operations. In collaboration with investigators, CIBMTR Scientific Directors and Operational Directors ensures high quality and timely programming of deliverables. Shares responsibility with Biostatistician III for assuring the validity and accountability of Statistical Operations products.

Primary Functions

Research:

- Work in partnership with the Program Director of Statistical Operations to develop and implement strategies that enhance the performance and capabilities of CIBMTR MCW's statistical services and ensure the alignment of goals and objectives with the mission, vision, and goals of the CIBMTR.
- Working with leadership, develop and implement standard metrics relative to operational success.
- Oversee and direct the day-to-day operations of the CIBMTR MCW Statistical Operations group and serve as one of the primary contacts and point person for CIBMTR MCW statistical operations.
- Lead the statistical team and interact with senior leaders, researchers, Principal Investigators, clients, Scientific Directors, and CIBMTR internal project leaders to plan and implement statistical project plans and delivery of quality deliverables.
- Coordinate the provision of statistical services for multiple studies and proposals. Manage research-related aspects of study timelines, resource requirements, and effort, working with the Program Director of Statistical Operations to ensure the successful and timely completion of required tasks.
- Under direction of CIBMTR Program Director of Statistical Operations, ensures completion of project milestones, develop, and implement new projects related to research success, productivity, and community education. Expand statistical tools to support CIBMTR statistical activities and procedures.
- Develops standard quality control processes and ensures implementation within the Statistical Operations area.
- Works with the Statistical Directors in the writing of Statistical Analysis Plans, Statistical Reports, and statistical methodologies sections of clinical study reports.
- Conduct statistical analysis at an intermediate or advanced level; write SAS programs to create or verify key analysis data sets and TLFs.
- Contribute to and review clinical study reports and manuscripts submitted for publication.

Innovation:

- Create and maintain statistical programming standards to ensure standards are up to date and in line with study and project requirements.
- Design, maintain and collaborate in standard processes to resolve data inconsistencies.
- In collaboration with Biostatistician III, develops and maintain statistical programming policies, SOPs, guidelines, and good working practices.
- Provide training, mentorship, and guidance to biostatisticians who perform statistical programming and research studies.
- Collaborate with database programmers to create new computed database variables and resolution of database problems.
- Work with Information Technology and Data Operations staff to optimize registry databases for statistical operations. Strategize the improvement of data quality processes and procedures.

Registry Support:

- Develop and implement strategic and tactical plans for CIBMTR Statistical Operations growth.
- Represent CIBMTR MCW statistical operations in collaboration with CIBMTR faculty in business development activities including at sponsor meetings, capability presentations, and meetings.
- Oversee requests from physicians, patients, pharmaceutical and insurance companies, the media, state, and federal government agencies through the CIBMTR Information Request Process.
- 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.
- Collaborate on the development of program materials including educational materials, training manuals, marketing materials, websites, and reports.
- Participate on appropriate committees relevant to the advancement of CIBMTR Statistical Operations activities.
- Escalate key statistical operational issues to the Statistical Director and CIBMTR MCW Executive Leadership Team for review and approval.

Staff responsibilities:

- Directly supervise CIBMTR-MCW Biostatistician II. Responsible for administrative functions including hiring, training, performance reviews, mentoring and corrective action.
- In collaboration with CIBMTR MCW Director of Statistical Operations, develop career paths and provide ongoing mentoring, training, and education to all statistical staff.
- Ensure that the statistical staff have clearly defined job descriptions, responsibilities, and performance standards and expectations.
- Oversee the components of statistical performance plans, coaching and feedback, ongoing evaluation of performance, and areas of development.
- Utilize available tools to manage resourcing and upcoming resource needs.
- Monitor the compliance and adherence to the established data and programming standards, and statistical programming governing documents.
- Oversight and account for the statistical operations related activities, including scope, prioritization, and timelines.
- Maintain system to standardize/enhance statistical training to increase productivity and performance.
- Directs the administrative staff to support the management of the CIBMTR Statistical Operations Area.
- Perform other duties as assigned.

Knowledge - Skills - Abilities

- Knowledge: Research study design methods, independent problem solving, decision making, statistical analyses.
- Skills: Leadership; experience managing or coordinating the provision of statistical services, 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): Program Director, Statistical Operations and Clinical Outcomes Research

Direct Reports (Titles): Biostatisticians II
 Collaborates with (Titles): CIBMTR Scientific Directors, Statistical Directors, Executive Director, 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: 7 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.

Preferred Experience: Experience preferred in performing statistical design/analysis in health or medical related research, advanced knowledge of one or more programming languages. Strong knowledge of data structures and data science techniques. Leadership skills including proven ability to function effectively in a matrix organization. Previous personnel management and supervisory experience. Excellent organizational, planning, prioritization, facilitation, negotiation, and decision-making skills. Excellent analytical and problem-solving skills.

Field: Statistics

Certification: NA

Classification

Grade Name: 718
 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 III
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.