

Job Description

POSITION:	Data Analyst
ACCOUNTABILITY:	Information Systems Supervisor
POSITION	Full Time
DATE APPROVED:	

JOB PURPOSE

Reporting to the Information Systems Supervisor, the Data Analyst position is responsible for developing analytical strategies to monitor programs, initiatives, trends, data, issues, and best practices of the agency. Analytical reports will be communicated to internal and external stakeholders. The Data Analyst will be responsible for completion of service related data requirements of ministry reports.

KEY JOB FUNCTIONS

Data Analysis Reporting

Conduct full lifecycle analysis to include requirements, activities, and design. Develop analysis and reporting capabilities to assist in monitoring performance and plans to identify improvements.

- Ensure the development of service reports advance reflecting requirements of the agency
- Develop strategies for data collection and ongoing improvement of data integrity to meet reporting needs
- Interpret data, analyze results using statistical techniques and provide ongoing reports
- Identify, analyze, and interpret trends or patterns in various datasets
- Acquire data from multiple sources and maintain procedures for effective reporting
- Ensure the development of trends and analysis report on services
- Evaluate measures implemented to address identified problems and service gaps
- Provide recommendations for improvements in data collection, data analytics, and other strategies that optimize statistical efficiency and quality
- Define new process improvement opportunities
- Assist departments in the completion of external reports required for the Ministry
- Ability to present findings to various committees

Administration and Reporting:

Complete administrative duties and reports, and adhere to Agency policies, procedures, and relevant practices.

- Ensure confidentiality and safekeeping of all Agency documents and records
- Ensure effective system is maintained for filing documents
- Keep up-to-date with industry trends and share best practices
- Develop and maintain a detailed work plan of activities
- Develop and maintain accurate, up-to-date and concise work files
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation
- Prepare and submit monthly reports, attendance records, and travel expense claims
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties

Other Duties:

- Participate in internal or external committees as required or assigned
- Other duties as required and assigned

QUALIFICATIONS

Minimum Education

- Diploma or degree in Computer Science or equivalent

Minimum Experience

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- Three (3) years' experience in performing systems analysis working with data processes or in an equivalent role

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge, understanding, respect and sensitivity of Anishnawbek culture, traditions, and the Seven Grandfather Teachings
- Knowledge of data management technologies
- Strong ability to analyze and synthesize
- Advanced knowledge in data analysis (Excel, Access, SQL)
- Experience with statistical packages

Special Skills

- Proficient computer skills with MS Office Software, networking, and other software
- Excellent analytical and research skills
- Excellent mathematical skills
- Excellent interpersonal and customer service skills
- Excellent conflict resolution and problem-solving skills
- Excellent oral and written communication skills
- Excellent organizational skills
- Excellent time management skills
- Excellent computer technical skills
- Ability to attend to detail
- Ability to communicate in user-friendly language
- Ability to develop and configure complex information technology systems
- Ability to manage multiple priorities and work in a fast-paced environment
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to adapt to manage change
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and ability to travel

WORKSITE LOCATION

The location of this position is to be determined.

SUPERVISORY RESPONSIBILITY

This position is not required to supervise any staff.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Data Analyst will typically be in an office setting. This position is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. This position will be required to travel to meetings in the province of Ontario.

Information technology positions and the administration of computer technology and information management issues can be mentally challenging. As a result, this position is more mentally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings. This position will be required to provide advice and support to staff in person, on the telephone or on the computer.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose this position to moderate levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machines, printers and other related computer technology

KEY RELATIONSHIPS

Internal

The position requires interaction with the Manager of Infrastructure and Technology, Systems Administrators, Help Desk Specialist, Systems Information Officer, and other staff.

External

The Data Analyst will interact with Ministry of Child and Youth Services, First Nation Communities and other collateral agencies.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserve the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date