JOB OPPORTUNITY

POSITION: SENIOR DATA ANALYST (CONTRACT)

REGION: Corporate Services

Community Living Toronto, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

QUALIFICATIONS:

Bachelor's degree related to Information Management, Statistics, Computer Science, Engineering or equivalent combination of education and training. Minimum of five years progressive experience in all phases of data/information management, data analytics, decision support, and /or performance management. Strong background in analytics with a data quality driven approach to perform accurate and complex analyses. Experience with data analysis/visualization tools such as Excel, Power BI, Tableau. Proficiency with computers using MS Office (Excel, Word, Outlook), and other software programs needed to provide documents, reports, databases, presentations and communication vehicles for staff training and development.

JOB SUMMARY:

Under the direct supervision of the Manager, Information, the senior data/information analyst is responsible for analyzing a variety of data sources along with pertinent program information to drive business intelligence, inform decision making, and support key strategic priorities. This role is accountable for being actively involved in continuous improvement initiatives, new technical solutions, and information management initiatives while working collaboratively with stakeholders and other Information Services team members.

RESPONSIBILITIES:

- Works in partnership with stakeholders to define/analyze business requirements and provide data/information solutions and support, including but not limited to:
    - Data collection, extraction, integration, and mining
    - Analytics and reporting
    - Data visualization
    - Decision support
    - Data quality improvement
- Leads and/or participates in developing performance metrics and KPIs to support key strategic priorities.
- Queries data, performs analysis, and uses clear and innovative visualizations to develop reports, dashboards, and scorecards for informed decision making and business performance initiatives.
- Delivers findings and recommends actionable insights to leadership team and program areas to drive business intelligence.
- Develops, improves and maintains departmental processes and documentation.
- Supports the development and maintenance of databases and applications.

HOURS OF WORK: 37.5 hours per week

TO APPLY:
SEND YOUR COVER LETTER AND RESUME TO:

Careers@cltoronto.ca

PLEASE QUOTE JOB POSTING #E19-218

When required, accommodations for disabilities will be provided, on request.

We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contacted for an interview.