

## Update

Ministry

Children and Family Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

CI Data and Advancement Analyst

Current Class

Program Services 3

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

RQB, PIEP, PAI Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

The CI Data and Research Analyst assists in the development and implementation of service quality indicators for the Ministry by providing data management, research and technical support, program analysis and targeted presentation reports. The position is responsible for undertaking advanced research and analysis with input/representation as required from:

- Program policy branches in the Ministry,
- Service delivery - Regions and Delegated First Nations Agencies,
- Information Management, and
- Human Resources

The analyst completes advanced analysis and interpretation of program data to identify process or resource practices that may be contributing or detracting from the success of overall program strategy.

The incumbent functions as a knowledgeable resource person for the Branch, Division, Division, and Ministry entities, explaining and facilitating data analysis, preparing reports, and contributing to recommended courses of action.

The work involves project management, participation in various Divisional and Department committees and liaising with other Branches, Ministry entities and Divisions.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

### **Develop reports for the Branch and Ministry entities.**

- Work with program areas and requesters to clarify and refine data and reporting requirements.
- Develop, test, and maintain automated reports using Excel and SQL Server Reporting Services (SSRS) Report Builder.
- Design and develop dashboards and data visualizations using Power BI to support operational and management reporting.
- Prepare region-specific and consolidated reports on service quality indicators.
- Ensure technical data is presented in a user-friendly format and tailored to the needs of the target audience (e.g., governance reporting for Boards; operational reporting for Regional Directors, program and service delivery staff).
- Publish and distribute reports through SharePoint or other approved platforms, ensuring appropriate access, version control, and compliance with Ministry security, privacy, and information management requirements.
- Monitor and maintain scheduled data refreshes to ensure reporting products are updated accurately and in a timely manner.
- Conduct validation and quality assurance of reports and dashboards to ensure data accuracy and reliability prior to release.
- Integrate and synthesize data from multiple internal and external sources to produce comprehensive and actionable insights.
- Manage multiple analytical and reporting projects concurrently, balancing competing priorities and timelines.

**Plan and conduct research (e.g., indicators related to quality management, service delivery and program outcomes) that enhances Ministry and Divisional performance.**

- Independently conduct research and provide analysis on trends and patterns on a variety of different subject areas.
- This information will be used by the Analyst to proactively raise concerns and suggest mitigation strategies. In addition, the Analyst will use this information to identify new challenges and opportunities for the Unit, including improvements to processes, performance measurement and reporting.
- Work with program areas of the Division and Department to develop and refine quality indicators for the Ministry. Review, improve and develop reports that support the work of the Division and Department.

**Provide technical support and analysis for the development of data and data sources appropriate for service quality indicators.**

- Work with Program areas, Information Management and Information Technology branches to develop and enhance Ministry databases to meet the needs of Ministry and Division service quality management.
- Perform ad hoc and ongoing tasks involving data extraction, cleaning, validation, analysis, and report building through proficient construction and application of database queries.
- Conduct change management impact analysis for data entry staff, prior to recommending additions/enhancements to existing information systems.
- Analyze data from external sources such as Statistics Canada and other ministries/jurisdictions to provide an environmental context for integrated data analysis.

**Provide issues management, including coordination of issues, opportunities and challenges between the Unit and rest of the division in relation to data accuracy, analysis and results.**

- Proactively identify issues for the Unit, such as production schedule delays, risks to meeting deadlines and impacts for ad hoc reporting.
- Develop strong working relationships with other areas of the Division and Department to anticipate and to provide recommendations on what priorities require urgent attention and resolution.
- Advise management on how information should be presented to the Unit's clients, keeping in mind cultural sensitivity and issues of confidentiality.
- Monitor and manage the Unit shared email inbox, ensuring inquiries and requests are reviewed, prioritized, and responded to in a timely and professional manner.

**Communications/Graphic Arts Design**

- Support the creative development and packaging of materials for both internal and public consumption, ensuring availability of materials and compliance with government and Ministry visual identity guidelines.
- Develop automated reports, data visualizations and dashboards to facilitate the presentation of data and analysis in a concise and story-telling narrative.
- Support Unit staff in the development and application of communications strategies and approaches to the public reporting of Child Intervention statistics and information. Identify internal and external communications-related opportunities that support unit goals.
- Compose draft documents on various topics, ensuring appropriate focus on the key audience(s). Assist in the development of standardized templates and branding for the unit.
- Review and edit materials for style, grammar, and formatting compliance prior to final approvals.
- Manage and maintain the Unit's SharePoint site, ensuring content is accurate, current, and organized to

support staff access to information.

### Knowledge Transfer Responsibilities

- Support knowledge transfer by documenting methodologies, assumptions, data sources, and reporting processes.
- Contribute to cross training efforts to ensure continuity of critical analytical functions.
- Develop and maintain reference materials such as data dictionaries, process maps, and technical documentation.

### Problem Solving

Typical problems solved:

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

This position impacts a variety of areas relating to government requirements for Divisional accountability, reporting, planning and liaison/consultation with Ministry entities (staff involved with the Division, CFSs, Delegated First Nation Agencies, Council for Quality Assurance, etc.). Key responsibilities include the coordination of data collection/ extraction, statistical analysis and preparation/presentation of reports targeted to specific audiences.

Trained research skills, subject matter and policy knowledge as well as innovation and proficiency in writing and using database queries are required in designing and conducting analysis, developing project timelines, accepting and prioritizing assignments and identifying areas for further research/analysis.

### Key Relationships

Major stakeholders and purpose of interactions:

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Science	Business	

If other, specify:

Information Science, Data Science

Job-specific experience, technical competencies, certification and/or training:

A related degree along with two years' experience in conducting analysis, data reporting and applied research (qualitative or quantitative) is required. A master's degree along with quality assurance and social-based program evaluation experience will be considered an asset.

The position also requires the following knowledge, skills and abilities:

- Knowledge of research methodologies, tools, statistics and techniques.
- Proficiency in using SQL for manipulating data in various relational databases.
- Knowledge of data reporting services and visualization tools e.g., SSRS, Power BI and SAS VA.
- Understanding of project management principles, methodologies, processes and leading practices.
- Strong interpersonal skills to interact and deal effectively with all levels of the ministry, partners and external stakeholders.
- Strong verbal and written communication skills, particularly in areas of providing and exchanging potentially sensitive information.

- Strong liaison and facilitation skills to build relationships and negotiate collaboration/cooperation with partners.
- Awareness of issues for Indigenous Peoples and the challenges faced by their communities.
- Ability to work independently as well as contribute effectively in a team environment.
- Knowledge of graphic design, print production and plain language techniques.
- Knowledge of Government and Ministry Policies, processes and practices in relation to Child Intervention.

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	

