

## **JOB DESCRIPTION**

BCGEU

1. Position No. 81734	2. Descriptive Working Title Data Analyst		3. Present Classification SA5
4. Department Information Technology	5. Branch/Section Corporate Services	6. Proposed Classification	Date Jan 2021
7. Position No. of Supervisor 80482	8. Descriptive Work Title of Supervisor Manager, Data Analytics & Integration		9. Classification of Supervisor Excluded Management
10. Job Summary:			

Reporting to the Manager, Data Analytics & Integration, the Data Analyst is responsible for providing data analysis and data management for core BC Housing business systems. He/She/They leads data analytics and modeling, proposes data management and data quality processes, and collaborates on the development of technical specifications. The incumbent liaises with various IT development and support teams, discovers and defines process improvement opportunities, supports the development of business cases, coordinates release notes documentation, and participates in post implementation performance analyses.

11. Duties:	
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1. Coordinates the development of Data Governance, Data Management and Data Stewardship activities throughout the organization in the collection, processing and provision of reliable, authoritative, accessible and interoperable data. Provides insights for decision making at all levels and by all stakeholders.
2. Collaborates in the development of master data management framework models to meet Commission users' needs. This includes processes that enable data quality through the in-depth data analysis of identifying, analyzing, and understanding trends in application and integrated data sets to support key organizational requirements. Works with developers and business analysts to resolve issues; documents data processes and resolutions; reviews detailed design specifications, test plans and user documentation for functional, technical completeness and accuracy.
3. Ensures the seamless delivery of services to clients: derive insights from data using data analysis and statistical techniques. Works closely with IT staff to ensure the systems are operating at peak efficiency and end users are satisfied with functionality and performance. Conducts post implementation performance analyses to assure the quality of program delivery.
4. Works with Business Managers, Coordinators and Analysts to assist business areas with data management and foster proper data ownership practices. Coordinates report and application development activities to ensure compliance with established change control procedures.
5. Develops and/or coordinates the development of technical specifications and requirements for new reports, systems or enhancements by utilizing process and data modeling techniques.
6. Provides extensive testing of new reports, modules, enhancements and interfaces; participates in the testing phase of project teams whose interface(s) connects to the core business systems; develops testing processes using data quality techniques and machine learning.
7. Provides support to the Manager, Data Analytics & Integration in chairing project initiation meetings to define project objectives, plan priorities, establish strategies, identify timelines, resource requirements, and select Project Team members.

8. Manages moderate-sized projects, or portions of larger projects throughout the project life cycle, ensuring progress is in accordance with planned milestones and implements adjustments as required.
9. Ensures staff, consultants and contractors comply with client requirements, standards and project priorities; certifies work performed by contracted resources to release payment.
10. Participates in the development of IM/IT plans, policies, processes and standards. Provides input on the Commission's strategic business and information systems plans to address changes in business operations and opportunities for IM/IT interventions.
11. Keeps current with IM/IT trends and conducts research to identify new and innovative general business management approaches that, when combined, could enhance the accomplishment of the Commission's business objectives.
12. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

**STAFFING CRITERIA**

1. Position No. 81734	2. Descriptive Working Title Data Analyst	3. Present Classification SA5
4. Education, Training and Experience		

Bachelor's degree in Commerce, Business Administration or Information Technology from a recognized post-secondary institution.

Considerable experience in Data Analysis, and extensive IT industry experience specifically focused on IT solutions and services.

Considerable experience in supporting enterprise-wide business systems and reporting, including troubleshooting data issues.

Or an equivalent combination of education, training and experience acceptable to the employer.

5. Knowledge, Skills and Abilities
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**Core Competencies:**

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

Sound knowledge and familiarity with the following software and languages:

Software components:

- Microsoft's Office365 and SharePoint technologies
- MS Excel, MS Word, MS project and MS Visio
- Reporting and visualization software such as Power BI, SSAS and Tableau

Languages

- Proficiency with relational databases and SQL
- Open source programming languages such as Python and R

- Sound knowledge of data and business processes in a social housing environment, including finance, procurement, asset maintenance, project development and property management.
- Sound knowledge of project lifecycle concepts and the ability to apply them to small projects such as business process changes and data cleansing.
- Sound knowledge of IT standards, system development life cycle, agile development methodology and IT development environments.
- Sound knowledge of feasibility, risk assessment, impact and cost-benefit analysis techniques and processes.
- Sound knowledge of a variety of information systems programs and business processes pertaining to accounting, procurement, maintenance and real estate management.

- Sound knowledge of systems technology and data trends and the ability to critically assess and evaluate those trends as they apply to the organization.
- Sound knowledge of master data management designs and practices.
- Strong skills in data and process modelling, data quality analysis and data cleansing.
- Well-developed communication, analytical, problem solving, decision-making, organizational and time management skills.
- Strong project management, leadership and facilitation skills and some negotiation and influencing skills.
- Ability to learn and understand the Commission's structure and business operations.
- Ability to learn and understand various enterprise data models, and the interaction of data between business systems, for reporting and data integration purposes.
- Ability to plan and manage moderate-sized projects, or portions of larger projects, manage teams of staff and contractors in the development, change management and implementation of systems, and work cooperatively in a team environment.
- Ability to take ownership of tasks and drive them through to completion.

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6. Occupational Certification
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Criminal Record Check required.