

IT DATA ANALYST

Tikinagan Child & Family Services are seeking a Data Analyst to join their team in Sioux Lookout, Ontario. Tikinagan Child & Family Services is a community-based child welfare agency rooted in and accountable to the First Nations communities they serve. With a large team of residential care workers, childcare workers, family service workers, community-based prevention workers, intake workers, and administrative staff, they protect their children, help their families, and nurture their communities.

Reporting to the IT Manager, the Data Analyst will administer databases, analyze and correct data, and provide reports to various departments in the organization. This includes planning, installing, configuring, and maintaining supporting databases and applications. The Data Analyst will work closely with the Data Steward, data owners, departmental managers, and Directors of Services or their designates to ensure data quality is maintained and reporting requirements are met. This role encompasses both technical and non-technical components.

RESPONSIBILITIES

- Manage master data including creation, updates, and deletions.
- Manage users and user roles.
- Provide quality assurance of imported data working with quality assurance analysts as necessary.
- Commission and decommission data sets.
- Process confidential data and information according to guidelines.
- Develop reports and analysis for various departments.
- Manage and design the reporting environment, including data sources, security, and metadata.
- Support initiatives for data integrity and normalization.
- Assess tests and implement new or upgraded software and assist with strategic decision on new systems.
- Generate reports from single or multiple systems.
- Perform ETL processes for inter-application data needs or data migration.
- Evaluate changes and updates to source production systems.
- Train end-users on new reports and dashboards.
- Provide technical expertise in data storage structures, data mining, and data cleansing.
- Support a data warehouse in identifying and revising reporting requirements.
- Monitor/arrange data backup and test data recovery by working with identified team members.
- Ensure system security and privacy standards are met when data and reports are made available to users.

SKILLS & QUALIFICATIONS

- A college diploma or university degree in the field of computer science.

- Minimum of 3 years of robust experience within the field of computer science and experience in SQL with a good understanding of the theory underlying relational algebra.
- Certified Data Management Professional (CDMP) designation is considered an asset.
- Demonstrated experience in writing and evaluating complex queries including performance tuning.
- Understanding of addressing and metadata standards.
- Experience in data quality as a data manager with the ability to identify critical data elements and co-define data quality metrics and thresholds.
- Demonstrated ability to create structured reports that highlight how data varies from the data quality rules that have been defined for each data element.
- Experience handling large data sets and relational databases.
- Knowledge of reporting tools (Crystal Reports, SSRS) and business intelligence tools (PowerBI).
- Awareness of SDLC processes.
- Ability to troubleshoot and problem solve.
- Ability to translate technical terms into business requirements.
- Comfortability and ability to present ideas in user-friendly manner.
- Highly self-motivated and directed with the ability to work in a team-orientated environment.
- Ability to effectively prioritize and execute tasks.
- Ability to travel if and when required.

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to the c/o: MNP at applyvia@mnp.ca.

Closing Date: Until filled.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.