



Elections Ontario

Research Data Analyst Temporary Assignment / Secondment to August 30, 2019 Open

Who we are

The Office of the Chief Electoral Officer is a non-partisan agency of the Legislative Assembly of Ontario, responsible for the administration of provincial elections, by-elections and referenda.

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. Together we lead change by building modern services that put the needs of electors first.

We believe in Responsiveness and Innovation, Accountability and Integrity, Respect and Efficiency.

Join our team

The Office of the Chief Electoral Officer, Innovation & Electoral Transformation division, seeks a highly motivated and organized individual to provide support for innovative data research, analysis and quality assessment activities, and contribute to the design and implementation of research and development projects that support the planning, preparation and delivery of future state/next generation electoral and referenda events for Elections Ontario (EO).

What you can expect in this role

Reporting to the Manager, Research & Insights you will:

- Analyze and investigate relevant research datasets, databases and new and existing data sources to support the development of EO policies and processes in developing future state electoral management and delivery models;
- Maintain data related to research by compiling, processing, ensuring the validity, relevance, quality and coverage of the data based on research activities;
- Identify research data quality problems, research and propose mitigating strategies and participate in the development, implementation and monitoring of corrective action (e.g. software process or business practice changes);
- Trouble-shoot/resolve data errors, omissions, conflicts or inconsistencies; perform quality control checks on research data and products, validate the quality on an on-going basis;
- Ensure data integrity, security and availability by applying appropriate technology, or EO policies, procedures and standards;
- Produce data visualizations that communicate key insights to EO business units and senior leaders;
- Support the development and maintenance of a user-friendly research archive.

Qualifications

- Demonstrated knowledge and experience in the use of query language (such as SQL, Python and R), as well as reporting and development tools to design and implement appropriate applications and scripts;
- Sound understanding of relational database concepts, database management and statistical software (i.e. Microsoft SQL Server, Microsoft Access, SAS, SPSS) and database tools (i.e. SQL Server Management Studio), to develop and prepare a range of documentation, maintain and ensure the accuracy of data, documentation related to data sources, data transformation rules and data products;
- Demonstrated knowledge of and experience in applying research and development methods and practices – supported by formal educational training (such as qualitative and quantitative methods);
- Comfortable working with a variety of research, data analysis, and project management software, SharePoint experience is an asset;
- Works effectively in a fast-paced environment, where multi-tasking may be necessary.

Compensation

Starting Salary: \$59,152 per annum

How to apply

Please submit your resume and cover letter as one attachment quoting **File # EO-2019-07** to hr@elections.on.ca no later than midnight **February 24, 2019**.

We are an Equal Opportunity Employer. If you require a disability-related accommodation to participate in the recruitment process, please contact us at TTY 1-888-292-2312 or hr@elections.on.ca. We will accommodate your needs under the Ontario Human Rights Code.

While we appreciate all applications, only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

Posting Date: February 11, 2019

Closing Date: February 24, 2019