

Research Data Analyst

Position Status: Temporary Assignment to June 30, 2022
Posting Status: Open
Location: 51 Rolark Drive, Toronto, Ontario M1R 3B1 (Birchmount and Ellesmere)
Salary Band
Minimum: \$59,744 per year
Hours of Work: 36.25 per week
Posting Date: May 3, 2021
Closing Date: May 14, 2021

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Innovation & Electoral Transformation division is seeking a highly motivated individual, passionate about using big data to answer simple questions and drive business insights. As the Research Data Analyst, you will contribute to the design and implementation of a user-friendly data analysis and modelling tool that supports the planning, preparation, and delivery of future state/next generation electoral and referenda events for Elections Ontario (EO).

What to 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 a central data repository.
- Assist in the development and maintenance of R-Shiny Apps and dashboards.
- Support preparation for the 2022 General Election 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 the Manager, Research & Insights.
- Support the development and maintenance of a user-friendly information repository.

What you need to qualify

- Demonstrated knowledge and experience in the use of R programming language for the purpose of data analytics ranging from data wrangling/cleaning to the implementation and interpretation of predictive/exploratory data models.
- Sound understanding of data visualization methods and techniques for displaying model outputs for non-technical audiences.
- Experience with the development of interactive dashboards/visualizations using the R Shiny and plotly libraries preferred.
- Sound understanding of relational database concepts such as Microsoft SQL server would be an asset.
- Demonstrated knowledge of and experience in applying research and development methods and practices, supported by formal educational training (such as qualitative and quantitative methods).
- Experience with reporting and development tools such as RMarkdown considered an asset.
- Comfortable working with a variety of research, data analysis, and project management software.
- Self-starter who works effectively in a fast-paced environment, where multi-tasking may be necessary.
- Must be legally entitled to work in Canada.

How to apply

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. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume as a single attachment, quoting File #EO-2021-52 in the subject line, to hr@elections.on.ca no later than **May 14, 2021**.



We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.