

## Senior Research & Data Analyst

<b>Position Status:</b>	Permanent
<b>Posting Status:</b>	Open
<b>Location:</b>	40 Ridgetop Road, Scarborough, ON M1P 2J7 (close to Birchmount and Ellesmere)
<b>Starting Salary:</b>	\$66,388 per year
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	January 23, 2023
<b>Closing Date:</b>	January 30, 2023

### 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 self-starter with a passion for uncovering strategic insights that drive process optimization and service innovation.

Elections Ontario has led an ambitious and extensive multi-year research program that provides the organization with an unprecedented number of insights to improve the electoral process and future electoral events.

As the Senior Research & Data Analyst, you will assist in managing the development, implementation and delivery of strategic and innovative data analytics and research programs/projects that support the planning, preparation, and delivery of future state/next generation electoral and referenda events for Elections Ontario (EO). You will bring a strong understanding of research planning, data science, and data analysis to gather, uncover, and visualize insights that support evidence-based decision-making.

### What to expect in this role

Reporting to the Manager, Research & Insights, you will:

- Work collaboratively with business units to plan and execute election research projects that support the organization's objectives.

# Elections Ontario

- Lead in-depth analysis of research projects results using sophisticated data analysis and modelling tools.
- Collect, analyze, synthesize, and report relevant insights from Elections Ontario research projects to support election planning, and decision-making activities.
- Lead the development and maintenance of R-Shiny Apps and dashboards.
- Maintain Elections Ontario's Poll Simulator tool and leverage the tool to provide meaningful insights to business units.
- Produce relevant and easily understandable data visualizations and reports that communicate key insights to business units.
- Provide guidance to data analysts to achieve project goals and ensure data/results quality.
- Ensure data integrity, security, and availability by applying appropriate technology, or EO policies, procedures, and standards.

## What you need to qualify

- Demonstrated knowledge of and experience in applying research and development methods and practices, supported by formal educational training (qualitative and quantitative methods).
- Demonstrated knowledge of data analytics, data mining, geospatial analysis, development of relational databases, decision support systems, reporting, business intelligence applications and visualization dashboards.
- Demonstrated knowledge and experience in the use of R programming language for the purpose of data analytics and data visualization.
- Ability to find creative solutions to data and analytical problems, to develop and implement frameworks for generating and communicating operational and business insights.
- Creative and strategic critical thinking skills to proactively identify opportunities to support business units.
- Strong communication skills with a demonstrated ability to produce relevant data visualizations and reports for senior leadership.
- Comfortable working with a variety of research, data analysis, and project management software.
- Results oriented, ensuring projects are of high quality, on time and achieve successful outcomes in a complex organization.
- Must be legally entitled to work in Canada.

**The successful candidate will be required to work in-office.**



## 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-2023-07 in the subject line, to [hr@elections.on.ca](mailto:hr@elections.on.ca) no later than **January 30, 2023**.

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](mailto:hr@elections.on.ca).