

## Business Intelligence Analyst

<b>Position Status:</b>	Permanent
<b>Posting Status:</b>	Open
<b>Location:</b>	26 Prince Andrew Place, Toronto
<b>Starting Salary:</b>	\$71,563 per year
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	September 4, 2024
<b>Closing Date:</b>	September 11, 2024

### 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 Register Division ensures the quality and accuracy of Ontario's Voters' List. If you are enthusiastic about data accuracy and quality then join our team where you will provide expertise on research, analytical services and statistical methods needed to make a meaningful impact.

### What to expect in this role

Reporting to the Manager, Business Intelligence, you will:

- Support the development and delivery of advanced analytics and research.
- Identify, integrate, and maintain information and models for assessing the provincial register of electors' data. This involves integrating datasets of addresses, properties, and a repository of geographical and administrative spatial assets.
- Define, implement, and track key quality metrics and performance indicators for evaluating the quality of information maintained in the provincial register and disseminated as list and geographical products and services to provincial and municipal stakeholders.
- Provide education and guidance to team members and external stakeholders on understanding business intelligence research initiatives.

- Consult and collaborate with staff from other functions to create actionable recommendations. Advise the Manager on the implications of business proposals, projects, and decisions affecting register information.
- Be a liaison with established vendors and data suppliers to ensure correct use and understanding of the data used in business intelligence reports.

## What you need to qualify

### Technical Expertise:

- Demonstrated knowledge of information modelling, data analysis, data processing methodologies, and research methods.
- Demonstrated experience using SQL databases (e.g., SQL Server),
- Demonstrated experience in analyzing tabular and spatial data using GIS software, tools, and datasets.
- Experience with business intelligence applications and development tools such as Microsoft Power BI, to design appropriate Business Intelligence applications, measures, and tests to evaluate data.

### Preferred:

- University or advanced degree in data science, statistics, applied mathematics, quantitative political science, or related field is preferred
- Experience with a statistical programming language general use programming language such as Python and/or R is an asset.

### Research and Data Management:

- Experience conducting quantitative research either in an academic setting or industry setting would be an asset.
- Demonstrated organizational, interpersonal and communication skills including experience in documenting processes.

### Preferred:

- Experience working in a legislative or public service environment to develop data management and data measurement tools that support business requirements and statutory obligations would be an asset.
- Experience with research involving or using Statistics Canada population demographic data and/or spatial data from Land Information Ontario would be a plus.

### Professional Skills:

- Experience in automating processes such as the generation of quantitative reports would be an asset.
- 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 resume and cover letter and resume as follows:

- a single PDF file, no more than three pages.
- The file name should follow the format “LASTNAME.FIRSTNAME-EO-2024-115”. For example, if your name is Alex Brown, the file should be named “BROWN.ALEX-EO-2024-115.pdf.”
- Quoting **File #EO-2024-115** in the subject line, to [hr@elections.on.ca](mailto:hr@elections.on.ca) no later than **September 11, 2024**.

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).