

IDENTIFICATION

Department	Position Title	
Workers' Safety and Compensation Commission	Data Analyst	
Position Number(s)	Community	Division/Region(s)
97-9972	Yellowknife	Performance and Corporate Services

PURPOSE OF THE POSITION

The Data Analyst is responsible for defining, modeling, standardizing and analyzing enterprise data to support of the achievement of the WSSCC's business requirements. The incumbent works closely with external vendors and WSSCC service areas to develop data driven solutions to ensure WSSCC information is used effectively, efficiently and securely. The Data Analyst performs the job duties in accordance with the WSSCC's Vision, Mission and Values, contributing to the effective implementation and monitoring of WSSCC organizational strategies and activities.

SCOPE

The Workers' Safety and Compensation Commission (WSSCC) is a Crown Corporation of the Governments of the Northwest Territories and Nunavut that is directed by a Governance Council through the President & CEO. The WSSCC headquarters operations are located in Yellowknife and regional operations in Iqaluit and Inuvik.

The WSSCC promotes safe work places through education and prevention, and cares for injured workers through a system of no-fault compensation. The system is funded through the collection of assessments from employers and is governed by the Workers' Compensation Acts of the Northwest Territories and Nunavut.

The WSSCC is committed to an environment free of racism and discrimination, where people feel safe when receiving services. This can be achieved by respectful engagement that acknowledges the importance of cultural differences and values Cultural Safety.

The Data Analyst position is located in Yellowknife and reports to the Manager, Performance and Innovation This position ensures that services to stakeholders are not compromised by irrelevant, inaccurate and inaccessible information. This information is critical to the delivery of WSSCC responsibilities under the *Workers' Compensation Acts* of the Northwest Territories and Nunavut.

The Analyst will be required to ensure that strategic business and technology changes are grounded in and supported by relevant, accurate, timely and easily accessible data. They will evaluate and analyze the organizations data maturity and data requirements, and provide recommendations to ensure that data can be leveraged appropriately.

Data retrieval, verification and analysis is a crucial function, as Senior Management and the Governance Council make critical decisions according to this analytical information. The quality of the data, and its analysis, directly influences WSCC decision-making and direction. As the Data Analyst is also required to provide and analyze ad hoc data on a variety of topics and issues, it is critical that the incumbent displays resourcefulness and flexibility.

In addition, the incumbent provides information and data to support the reporting of corporate performance measures in the WSCC Annual Report, Corporate Plan, Balanced Scorecard, Quarterly Management Report and the Association of Workers' Compensation Boards of Canada (AWCBC) Key Statistical Measures (KSM).

The recommendations and decisions of the Analyst can significantly affect the operations of the WSCC. Such recommendations can have a direct impact on the integrity of data and information, including security, privacy and availability. It is essential that the WSCC's enterprise data is robust to ensure that the WSCC can enable effective decision making, improve productivity, ensure compliance and ultimately deliver value to stakeholders

RESPONSIBILITIES

1. Provide technical expertise, analysis and advice to the WSCC and its decision-makers.

- Develop, implement and maintain data reporting systems, practices and procedures to support WSCC decision-makers and the measurement of corporate performance.
- Verify, analyze and disseminate data, giving recommendations for decision making by Senior Management and the Governance Council.
- Evaluate and recommend data retrieval process improvements to ensure efficient processes are in place to capture data required by the WSCC and its program areas.
- Conceptualize, plan and implement data development projects to ensure the WSCC's needs are met. In particular, the Analyst will assist with the development of Business Intelligence reports for organizational use.
- Assist in preparing reports, recommendations, or alternatives that address existing and potential trouble areas in services
- Contributes to the development and adoption of organizational methods and standards
- Administration and annual validation of outstanding benefit liabilities (approximate value of \$250 to \$300 million).

2. Responsible to establish sound data standards and ensures compliance.

- Uses broadly defined policies and specific objectives to define data standards used by the WSCC.
- Use constructive solutions to determine sound data standards ensuring each systems' data definitions are identical and the business rules are consistent

- Research and determine the appropriate data sources and analysis methods, ensuring the documentation of data, its sources and methodologies
 - Complete documentation for all existing and new systems including data dictionaries, definitions, models, flow and reporting specifications
 - Employ expert modeling techniques in the preparation of data models to demonstrate interrelationships within data holdings
 - Lead the analysis of interrelationships between software and reporting services
- 3. Provide complex business and data analytical service to support the deployment of new systems and the enhancements of existing systems to meet WSCC evolving data needs.**
- Ensure timely, accurate, consistent data is captured in all the WSCC systems
 - Prepare detailed analysis documentation, which clearly explains the implications of changes to the data models, application environment, data usability and accessibility etc.
 - Make recommendations in relation to workarounds such as changing business processes procedures and technology
 - Communicate best practices for data requirements, data collection, data analysis and information reporting.
 - Investigate the implications of legislation, policy and regulation frameworks for new and existing automated systems.
- 4. Contribute to achievement of organization goals and strategic priorities**
- Participate in inter-divisional project teams, providing project support, data research and analysis, as required to ensure consistent and accurate use in WSCC internal and external publications.
 - Collect and use feedback from clients and stakeholders for help measure effectiveness of stakeholder management
- 5. Represents the WSCC's interests on national committees and provides statistical data to external agencies and stakeholders**
- Represents the WSCC on AWCBC and NWISP committees.
 - Liaises with outside stakeholders from the AWCBC and NWISP committees as required.
 - Presents and discusses findings to Senior Management.
 - Prepares, analyzes and disseminates AWCBC Key Statistical Measures.
 - Acts as the central data contact for internal and external audit functions, specifically related to data and process assurance.
 - Responds to external requests for WSCC data from stakeholders, external agencies and contractors, including the WSCC's actuary and Office of the Auditor General of Canada.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

Close attention to detail required for the development and management of statistical data. Periods of prolonged focus is required.

Mental Demands

This position works to strict deadlines and requires constant prioritization of work to meet those deadlines. The incumbent is routinely involved in multiple and complex statistical projects simultaneously; this can lead to stress due to competing demands. Continual attention to detailed and complex work can lead to above average mental demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Experience in statistical methods and data analysis modeling and forecasting.
- Superior analytical, problem solving and research skills with the ability to adapt and develop methodologies.
- Ability to summarize, verify and analyze data and conclusions, including the application of legislation, policy and guidelines.
- Strong interpersonal, written and oral communication skills, including the ability to explain technical data analysis techniques and outcomes to a variety of audiences, including internal and external decision makers.
- Ability to work independently, and within multi-disciplinary teams and committees with little supervision in high pressure, client service-based environments.
- Ability to make sound decisions and recommendations to SMT and GC.
- Strong organizational skills and abilities, including the coordination and prioritization of complex and concurrent projects and deadlines.
- Knowledge, training and experience in SQL.

Typically, the above qualifications would be attained by:

A Bachelor's degree in Business Management, Information Technology, Computer Science, Statistical Analysis, Actuarial Sciences, Financial Management or similar relevant field, with two years of business/data analysis experience.

BA Certification (CBAP/CCBA, BCS BA Certification, PMI-PBA, etc.) is an asset

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Aboriginal language: To choose a language, click here.

- Required
- Preferred

CERTIFICATION

Title: Data Analyst

Position Number(s): 97-9972

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Senior Manager</p> <p>_____ President & CEO</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	<p>_____ Date</p> <p>_____ Date</p>

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

Reviewed by HR: _____