

JOB DESCRIPTION

POSITION: SOCIAL INVESTMENT DATA & RESEARCH ANALYST/SPECIAL PROJECTS DEVELOPMENT

DEPARTMENT: Social & Health Services

LOCATION: Various

UNION: C.U.P.E. Local 543

HOURS OF WORK: 33.75

JOB CODE: 543576

SHIFT WORK REQ'D: No

GRADE/CLASS: 0.12

DUTIES:

Reporting to the Coordinator of Social Planning, the Data and Research Analyst will be responsible for the design, collection, analysis and reporting of statistics related to programs within Human and Health Services (HHS), notably programs related to social investment and poverty reduction related strategies located within Windsor and Essex County. The Analyst will monitor the service and expenditure targets for social investment programming, design and conduct program evaluations, and synthesize pertinent data into user-friendly formats. The Analyst will be required to collect and write interpretive analysis from a variety of data sources including Statistics Canada, academic and non-government organizations, all levels of government, and local data in order to report emerging trends and provide options for best practices and service delivery related to programming within the HHS portfolio. The Analyst will assist the Coordinator in serving as HHS liaison with Corporate and Community committees to develop development protocols regarding 'big data' and the appropriate sharing of data internal and external to the Corporation. Will assist with the development and dissemination of information using a variety of communication and marketing methods, and participate on ad-hoc committees and working groups as related to social policy and investment planning initiatives. The position will work with HHS staff across the portfolio and Corporation, with community partners throughout Windsor and Essex County, and related stakeholders. Will perform Occupational Health & Safety duties as outlined in the Corporate Occupational Health & Safety program. Will perform other related duties as assigned.

QUALIFICATIONS:

- Must have a four (4) year post secondary school Honours Degree from a University in Social Science, Business, Computer Science or Statistics, or Ontario Ministry of Education equivalencies.
- Must have over one (1) year of experience in a position where primary duties included research, data collection and analysis;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's License is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have knowledge of Microsoft applications such as Excel, Word and PowerPoint, Outlook and Internet;
- Must have knowledge of statistical software packages including but not limited to SPSS and SAS;
- Must have experience and ability to manage multiple projects, competing priorities and maintain appropriate confidentiality levels;
- Must possess excellent oral and written communication skills;
- Must have experience in managing relationships with corporate and community partners;
- Must demonstrate political acuity and be able to integrate this skill into the position's activities;
- Must be a self-motivated, passionate individual capable of independent work;
- Experience in Geographic Information System (GIS) mapping, Microsoft SharePoint, Adobe InDesign, Adobe Photoshop, Adobe Acrobat, Microsoft Power BI and cloud based marketing tools (i.e. Constant Contact) would be considered an asset.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.