

Information and Research Analyst – Contract

The Agency currently has available 2 (two) Information and Research Analyst positions working with the Innovation and Research Team.

This position works with all areas of the agency, to gather and document reporting requirements and to meet the agency's needs. Major responsibilities include: develops, designs, and implements monthly, quarterly, annual, ad hoc reports, and dashboards on administrative data, research and evaluation projects, outcomes and other management information; data extraction and manipulation utilizing multiple data resources; provide training and assistance to users – EMHWare, excel, reports, case management system and others; development, maintenance, and implementation of web based reports and SharePoint sites as required; ensures the quality control and statistical analysis of the agency's data.

Knowledge and Skills Required:

- Post-secondary school education in computer science;
- One to three (3) years working in a position of data preparation/analysis, research/ evaluation, and/or statistical/financial report preparation;
- Contribute to team expertise of the following computer software; Access, BI Query Report, Advanced Excel, - Crystal Report, Structured Query Language (SQL), SharePoint;
- Preferred experience in, database queries, report writer software, programming, macros, and scripting;
- Excellent interpersonal and communication skills, with strong organizational abilities and exceptional attention to detail;
- Ability to learn new technology;
- Ability to manage several projects concurrently and meet deadlines;
- Excellent problem solving and critical thinking skills;
- Ability to work flexible hours as required;
- Direct experience in child welfare or other human services is an asset.

Salary Range:

\$26.7541 to \$32.7729 per hour + 4% vacation pay
Office & Clerical – Grade 6

Articles 15 & 16 apply to internal applicants.

Family & Children's Services of the Waterloo Region is committed to diversity in the workplace and strongly encourages applications from qualified individuals with varied backgrounds.

Application Process

Interested internal applicants are invited to submit a resume to internal.resume@facswaterloo.org, no later than 4:00pm on December 5, 2016 quoting posting #112-2016.

Interested external applicants are invited to submit a resume to resume@facswaterloo.org, no later than 4:00 pm on December 5, 2016 quoting posting #112-2016.

Resumes will only be accepted electronically.

We thank all candidates for their interest however only those selected for an interview will be contacted.

Accommodation at Family & Children's Services of the Waterloo Region

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 519-576-1329 x3465. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.