



JOB POSTING

BUSINESS ANALYST, PERFORMANCE INDICATORS & DATA SERVICES, SHARED SERVICES PROGRAM

Regular, Full-time

The Ontario Association of Children's Aid Societies (OACAS) has represented Children's Aid Societies (CASs) in Ontario since 1912. As a membership driven organization, the OACAS plays a role in the support of CASs in Ontario as well as coordinating projects and services. With a goal to build sector capacity, improve service quality, reduce costs and enhance the sustainability of Ontario's Child Welfare System, the OACAS has initiated the implementation of a Shared Services Program (SSP).

OACAS and the Shared Services Program is currently working with its member agencies to advance the work of a co-ordinated provincial approach to data entry and quality to assist in driving performance and quality improvements throughout the sector. This work will ensure that the Child Welfare sector can report on and analyze information to inform strategy, tactics and actions that will improve quality, performance and outcomes of the mandated responsibilities of the child welfare sector in a consistent manner.

The Business Analyst will co-ordinate the work related to the collection, analysis and reporting of Ministry of Children and Youth Services (MCYS) Performance Indicators and additional data services by working collaboratively with the following parties:

- Individual Children's Aid Societies across Ontario
- Ontario Child Abuse and Neglect Data System (OCANDS), part of Factor-Inwentash Faculty of Social Work at the University of Toronto
- The Conference Board of Canada
- The Ministry of Children and Youth Services (MCYS), including I.T Cluster
- The Research Outcomes and Accountability Strategic Council

A copy of the full job description is available online at <http://www.oacas.org/wp-content/uploads/2018/02/Job%20Description%20-%20OACAS%20-%20Business%20Analyst%20-%20Performance%20Indicators%20and%20Data%20Services.pdf>

You Have:

1. Post-secondary education in either:
 - Social Services or related field or equivalent experience
 - Business, Statistics or related field or equivalent experience
2. A minimum of 2 years' experience in either:
 - the child welfare sector or related field

- business administration and/or statistics and data analysis in the not-for-profit sector or related field
- 3. Strategic thinking, analytical skills and judgment to interpret and assess information and to assist in identifying and analyzing issues and their impact.
- 4. Ability to analyze and synthesize quantitative and qualitative information from a variety of sources; ability to identify and evaluate source and reliability of information.
- 5. Demonstrated project management skills to lead or support project teams, develop project work plans, monitor and report on progress and results.
- 6. Strong written communication skills to write clear, concise documents and strong listening, oral communication and problem-solving skills to provide advice and assistance to member agencies.
- 7. Excellent facilitation and presentation skills to support consultations, focus groups, webinars.
- 8. Strong interpersonal, collaboration and relationship management skills to interact effectively and build and nurture effective working relationships with internal colleagues, member agencies, partners and stakeholders.
- 9. Proactive, self-starter with the ability to work well autonomously and collaboratively within a team in a fast-paced, deadline-oriented environment.
- 10. Proficiency in the full suite of Microsoft Office products.

The following would be considered an asset:

Bilingual English/French

Experience working with aboriginal and/or francophone communities

Knowledge of equity, diversity and inclusive practices

Classification: Professional; Regular, Full-time

Location: Toronto, ON

APPLY ONLINE to Anna Mikhael, Human Resources Specialist by 5:00 p.m. Tuesday, March 6, 2018 at <https://jobs-oacas.icims.com/jobs/intro>. Attach cover letter and resume as one file.

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

OACAS is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age or disability.

Accommodation at OACAS

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation for a disability will be provided in accordance with the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Human Resources Department at 416 987-7725. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.