



If you are looking to join an organization which offers a  
meaningful **JOB OPPORTUNITY** then **CAST** is the place  
for you!

The Children's Aid Society of Toronto (CAST) is proud of their long history of leadership in protecting children and their commitment to the provision of quality service to children and their families. If you are looking to make a difference in the lives of children, we have an opportunity for you. Come join us and be part of our team and work for one of the city's Top Employers.

The following **Permanent Full-time** position is available and applications are invited:

## **Supervisor, Information Management**

**Job Posting #: 18-048**

**Salary Range: \$83,131 - \$103,079**

### **PURPOSE:**

Reporting to the Director, Information Management and Privacy, the Supervisor, Information Management supports the information management needs of the organization and helps build and sustain the analytical capacity envisioned under the Information Management Strategy (IMS) at CAS Toronto. The position provides oversight and guidance on data reporting, analysis and quality. In addition, the Supervisor supports the development of the organization's business intelligence (BI) capacity and capabilities.

### **MAJOR RESPONSIBILITIES:**

1. Transforms data through conversion and analysis into information to support evidence-based decision-making throughout the organization
2. Provides subject matter expertise in the modelling and application of child welfare data
3. Plays a key role developing business requirements, detailed design documents and report specifications for BI and data governance.
4. Supports the design and validation of automated reports, scorecards, dashboards and other data visualization tool outputs
5. Responsible for monitoring and coordinating the completion, validation and submission of external reporting obligations including accountability agreements (e.g. MCYS, OACAS, Auditor General of Ontario, Human Rights Commission)
6. Provides subject matter expertise related to sector performance, evaluation and benchmarking activities
7. Works closely with Directors, Managers and Supervisors to identify and analyze trends in service level activity and quality improvements
8. Develops and implements information management practices and processes across all organization business/service units
9. Identifies opportunities for improvements in data quality
10. Provides leadership to the IT and BI/Reporting developers in the establishment, maintenance and enhancement of the BI platform, including change requests, upgrades and issues management.

11. Fosters effective, supportive and collaborative relationships within and across business and service units of the organization including cross-functional project teams
12. Supports the training of staff on Cognos, Power BI and/or Tableau reporting tools
13. Supervises, coordinates and provide guidance to staff reporting to this position
14. Performs cross functional and other duties as assigned and/or requested
15. Ensures Society's Code of Ethics, Confidentiality, Anti-Oppression/ Anti-Racism, Harassment & Discrimination policies, etc. are incorporated into self and team.
16. Creates and leads teams that reflect diversity, support differences and encourages different perspectives.
17. Uses sound judgment in consideration of financial resources within branch/departmental budget.
18. Ensures compliance with Society's financial policies and procedures.
19. Works in a safe manner in accordance with the Society's health and safety policies and procedures and all relevant legislation.
20. Other duties as assigned.

### **EDUCATION AND EXPERIENCE:**

- Undergraduate Degree in applicable field e.g. Health/Child Welfare Administration, Information Management, Math/Statistics, Business Administration.
- Master's Degree in a related discipline (see above); MBA preferred.
- Minimum of 3-5 years of progressive work experience in the field of data collection, analysis and report writing

### **KNOWLEDGE AND SKILLS:**

- Demonstrated knowledge of child welfare data and standards.
- Experience in the design and development of scorecards, key performance indicators, with appropriate targets to support ongoing quality measures, planning and reporting
- Understanding of information and information technology and its application to business problems (e.g. business intelligence platforms, data warehouses, and visualization tools)
- Demonstrated ability to understand and communicate complex business requirements to technology teams
- Possesses high-attention to detail and problem-solving ability to address data issues and reporting requirements
- Ability to assess, evaluate and interpret information for data quality
- Strong understanding of organizational performance in relation to Ministry standards
- Previous experience with balanced scorecard reporting, indicator development, target setting and quality improvement plans.
- Demonstrated ability to establish and build effective and collaborative working relationships across business units.
- Possesses excellent oral, writing, editing and public presentation skills.
- Demonstrated critical thinking, problem solving and decision-making skills.
- Advanced Microsoft Office skills required.
- Previous experience with SQL or SAS, advanced report writing with Cognos BI and/or Power BI reporting systems including Tableau.
- Experience using analytics and statistical approaches to support data-driven decisions.
- Ability to manage multiple tasks.
- Demonstrated flexibility, versatility and initiative.

### **Anti-Oppression/Anti-Racism at CAST**

*CAST is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.*

### **Accommodation at CAST**

*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 416-924-4640 x2300. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.*

**APPLY NOW!**

Apply directly on our website at [www.torontocas.ca](http://www.torontocas.ca) under the *Careers* section by **FRIDAY, MAY 25, 2018.**

If you cannot apply on our website, applications can be faxed (416-324-2400), or mailed (30 Isabella Street, 5th Floor) to the attention of Human Resources, **clearly indicating the Job Posting Number: JP#18-048**

We thank all applicants for their interest; however, only qualified applicants will be contacted.