



Job Posting #	1026
Title:	Child Protection Information Network (CPIN) Senior Business Analyst
Classification:	Professional
Employment Duration:	Permanent, Full-Time
Salary Range:	\$92,785 - \$ 115,942
Location:	Toronto, ON

The Ontario Association of Children's Aid Societies (OACAS) has represented Children's Aid Societies in Ontario since 1912, providing service in the areas of government relations, communications, information management, education, and training to advocate for the protection and well-being of children.

The Child Protection Information Network (CPIN) Senior Business Analyst reports to the Director, Finance & Information Technology and will develop a broad range of CPIN materials including content for training and educational resources, provincial harmonized processes, attestation and data quality processes, reviews and analysis of intersecting legislation, policy and directives, responses to inquiries, and report writing and presentation. Specifically, the position will:

- Support the OACAS CPIN Operations team on matters pertaining to CPIN business harmonization, standardization, sustainment, training, system changes and design.
- Actively consult, collaborate, and engage with CAS members, the ministry, various stakeholders, internal OACAS departments and writes and presents a broad range of CPIN materials.
- Manage and ensure delivery of specific projects, whilst providing subject matter and technical expertise to agencies to all sustainment areas required for CPIN.
- Review legislative changes, new Ministry directives and policies and identify the systems (CPIN, etc.) impact of such changes and develop solutions (including training) in collaboration with the Ministry to support agencies in implementing the changes.
- Lead the Provincial CPIN privacy work with specific focus on Part X, privacy audits, engagement with the IPC office and the development of standardized privacy tool to support the sector.
- Lead Provincial Network Groups (Privacy Designates, Change Prioritization Group, etc.) and collaborate with the Ministry to implement changes from the groups.

The areas of oversight associated with this position include:

- CPIN Sector Sustainment (including system changes, prioritization, training, provincial business harmonization) and associated change management/implementation support
- CPIN agency-based subject matter expertise and tactical Support
- CPIN System governance, privacy, and security (including the application of OCAP™, records management, quality assurance processes/reporting)
- Privacy and legal support

Duties and Responsibilities

1. Lead CPIN and Privacy training, change management and user acceptance.

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2. Develop integrated content and various resources for training, provincial harmonized processes, and quality assurance initiatives (e.g., data quality, records management) that supports sector best practice.
3. Review and analyze legislation, policy, and directives, and recommend solutions for system changes required to support consistent documentation and reporting, privacy and security considerations, and intersections with service.
4. Respond to inquiries from CPIN leads/sector and provide guidance, recommendations, and information to resolve issues.
5. Liaise with Ministry teams to ensure design and application of CPIN System business decisions are aligned with sector developed leading practices, Subject Matter Experts (SMEs), and incorporate various service models used throughout the sector.
6. Lead and support the Provincial Privacy Designates and advance the adherence to Part X and other privacy considerations.
7. Provide leadership and support agencies to establish privacy policies and procedures and audits.
8. Lead the alignment of CPIN processes and standards across the sector, multiple governance, and operational tables and network groups (e.g., ELS, Privacy Designates, QNet, etc).
9. Develop best practice guidance through research and gathering of knowledge from sector experts to standardize and advance consistent practices for all Societies.
10. Through research and data analysis, facilitate the collaboration of knowledge transfer, training and change management amongst all Societies.
11. Lead and develop presentations along with other communication tools to disseminate information to and receive feedback from the field.
12. Engagement and consultation with various stakeholders, such as the IPC, Office of the Children's Lawyer, etc., to promote alignment in the development of privacy and legal processes and guidance.
13. Assist Societies with troubleshooting and seeking solutions to CPIN system problems and bring unsolved issues to the appropriate committees and governance tables for resolution.
14. Facilitate the coordination, harmonization, field inputs and implementation of business processes through governance and field operational tables.
15. Jointly organize with OACAS Team members the meeting of the CPIN Operations and Strategy Committee and other CPIN governance tables, operational committees and working groups.
16. Provide guidance and support to other CPIN staff (OACAS, Ministry and Sector) and perform other duties, as assigned.

Qualifications

Education:

- Undergraduate or graduate degree in recognized academic institution;
- Minimum of 7 years' demonstrated child welfare experience with supervisory level experience;
- Minimum of 3 years' experience leading provincial projects and programs;
- Minimum of 3 years' experience using CPIN system;
- Expertise in privacy and security within the context of CPIN, including familiarity with OCAP™ principles and data governance;
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job

Experience:

- Strong knowledge of the child welfare sector in Ontario, associated legislative requirements, and its processes and tools, including the integration between service and systems.
- Proven familiarity and understanding of the Child Protection Information Network (CPIN), associated applications (Curam, Oracle, Cognos)

- Excellent working knowledge of privacy and security within the context of CPIN, including familiarity with OCAP™ principles, which is grounded in the CYFSA Part X legislation and associated regulations.
- Strong knowledge of quality improvement, reporting and process flow methodologies
- Understanding of enterprise systems and their impact to child welfare business processes
- Experience in project management, continuous improvement, and change management strategies and implementation.
- Uses an open and collaborative leadership style that promotes partnerships and builds trust.
- Excellent interpersonal, communications, presentation, collaboration and relationship management skills to build effective working relationships with the Ministry, partners, colleagues and staff.
- Strong negotiation skills and ability to foster cooperation, build consensus, gain support and influence decision-making and outcomes.
- Highly developed critical thinking, analytical skills, and political acuity to assess complex issues and implement or recommend effective strategies and solutions.
- Demonstrated understanding of interpersonal respect and functioning in an anti-oppressive environment grounded in equity principles and standards.
- Ethical with proven integrity and credibility

Assets:

- Direct Child Welfare Worker clinical experience
- Post-secondary education in Social Work, Business, Statistics, Business Administration
- Preferred candidates will be Bilingual English/French
- Experience working with Indigenous, marginalized, and/or francophone communities.

APPLY ONLINE at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5504a194-52e8-4f07-ae3b-2acc61f702f0&ccId=19000101_000001&lang=en_CA

By June 14, 2023.

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 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.