

## **Data Analytics and Reporting Analyst**

<b>Organization:</b>	Workplace Safety and Insurance Appeals Tribunal
<b>City:</b>	Toronto, ON
<b>Job Term:</b>	1 permanent
<b>Job Code:</b>	I09
<b>Salary Range:</b>	\$75,626-\$ 111,441 per annum
<b>Posting Status:</b>	Open

The Workplace Safety and Insurance Appeals Tribunal (WSIAT or Tribunal) is a highly specialized adjudicative tribunal that hears appeals of final decisions of the Workplace Safety and Insurance Board. The WSIAT is currently seeking a highly motivated, experienced professional to join the team as a data analytics and reporting analyst. In this role you will provide expertise, advice and coordination in data analytics and reporting to support the Tribunal's policy and program development, strategic planning and evidence-based decision making. The salary range for this position is \$75,626-\$ 111,441 per annum.

### **What can I expect to do in this role?**

Working under the direction of the Associate Director, Business Solutions, the Data Analytics and Reporting Analyst will:

- Act as an expert for the Tribunal on the configuration, functionality, applicability, and usability of data management, data analytics, and data visualization technology solutions.
- Provide advice and expertise to introduce and develop relevant analytic tools and methodologies and recommend new data sources, systems, and ongoing improvements.
- Conduct complex statistical analysis and modeling.
- Use data mining techniques; identify trends, patterns and relationships to reveal opportunities for improvement within Tribunal programs, services and operations.
- Work with management, business clients and colleagues to properly interpret and present relevant business implications resulting from data analysis.
- Lead and participate in the creation, implementation, communication and on-going activities related to data management and analytical standards and processes.
- Participate in the development of the strategy and roadmap for data quality and data analytics, data modeling, reporting, business intelligence, and the design and development of decision support tools.
- Make strategic recommendations on data collection, integration and retention requirements, incorporating business requirements and knowledge of best practices.
- Identify data requirements; understand distinct problems and expected outcomes; and model and frame business scenarios which impact critical business processes and/or decisions.
- Create comprehensive analytical products and reports and/or presentations for senior management and Tribunal stakeholders.
- Design reporting solutions that will provide timely and effective data information regarding business performance (e.g. reports, dashboards, trends, forecasting).
- Apply knowledge of advanced analytic algorithms and technologies.
- Develop structured and unstructured data mining algorithms and predictive models and implement results through compelling visual analytic graphics.
- Design methods to capture, structure, transform and process data from structured and unstructured sources to be used to generate organizational and predictive models.

- Provide expertise and advice regarding the introduction and development of relevant analytic tools and methodologies.
- Recommend new data sources, systems, and ongoing improvements to methods and algorithms that lead to new data findings.
- Identify areas within the data that are insufficient to drive effective performance analysis and suggest enhancements to existing tools and solutions to remediate these gaps.
- Ensure data and information are valid and reasonable to the business it represents and appropriate to meet the needs and requirements of the client.
- Summarize and explain any issues or errors; match or compare data found from various data sources (e.g. hearing process, financial and human resource-related data sources).
- Participate as a team member on larger data-driven project initiatives, and lead and coordinate smaller assigned data-driven projects, including managing timelines and deliverables.
- Apply strong communication and story-telling skills to summarize statistical/algorithmic findings, draw business conclusions, and present actionable insight in a way that resonates with management and other client groups.
- Work with management and other client groups to turn data into critical information and knowledge that can be used to make/inform sound organizational decisions.
- In consultation with management and other client groups, develop management performance dashboard, KPIs, and measures to evaluate programs/services.
- Conduct quantitative and qualitative analysis of performance results using formulas to forecast, analyze and assess past, current and future trends.
- Recommend new analytic approaches to measure the current and future needs and other programs.
- Identify and act on opportunities for transformation and continuous improvement.
- Use predictive analytics to forecast future trends and to help analyze the risk areas in case management and other programs and make recommendations specific to those risks.
- Advise on how to build strong programming skills in the areas of big data, statistical and predictive modelling and data visualizations amongst colleagues/clients.
- Develop and maintain comprehensive client and functional documentation for all reports, tools and data models by writing descriptions of their intended purpose, design, content specifications, instructions, and any other descriptive information that would be relevant to clients, reviewers, and subsequent developers.
- Develop and maintain libraries and documentation regarding statistical reports, application sources, and algorithms/tools.
- Assist with technical maintenance of the Tribunal's existing databases and data sources.
- Broader work or accountabilities may be assigned as needed.

## **How do I qualify?**

### **Knowledge and Technical Skills:**

- Knowledge of theories, principles and best practices in the fields of analytics, data, predictive modelling, data systems designs and exploration, and data mining.
- Knowledge of and experience with SQL
- Knowledge and experience using SAS
- Knowledge and experience of distributed computing and/or distributed databases.
- Knowledge and experience with distributed computing language (e.g. Hive/Hadoop/Spark) & cloud technologies (e.g. AWS Sagemaker, AzureML).

- Knowledge of performance measurement principles and methods, and logic modelling methodologies, tools and qualitative and quantitative analytical techniques.
- Knowledge and experience with programming languages (e.g. SQL, Python, R, SAS).
- Knowledge and experience in data visualization techniques, business intelligence software, data preparation, data analysis, and statistical tool sets (Spotfire, Power BI, Tableau, Excel).
- Knowledge and experience in statistical analysis, and data cleansing/transformation.
- Technical proficiency and accuracy in data analysis and management to ensure the integrity of the data presented.
- Successful experience in identifying and proactively managing scheduled and ad hoc documents that provide not only data but important analytics commentary.
- Project management skills to participate on/deliver data driven analytics projects.

### **Organizational and Analytical Skills:**

- Highly skilled in the application of distributed computing and programming languages, distributed databases, statistical software and tool sets for data management, advanced analytics and statistical analysis, data mining, data cleansing/transformation, business intelligence and predictive analytics.
- Excellent problem-solving and team-working skills with accuracy and attention to detail.

### **Communication and Interpersonal Skills:**

- Excellent verbal and written communication skills to write and present data analytics reports, briefing notes and business cases.
- Excellent presentation skills to effectively deliver presentations and training regarding data analytics to management, staff and stakeholder groups.

### **Additional Information:**

**Address:** 1 permanent, 505 University Avenue, Toronto  
**Compensation Group:** MCP  
**Posted on:** January 30, 2023

### **How to Apply:**

1. Please submit your resume and cover letter through our online [WSIAT Career Centre](#).
2. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
3. If you require a disability related accommodation to participate in the recruitment process, please contact us at [Recruitment@wst.gov.on.ca](mailto:Recruitment@wst.gov.on.ca) to provide your contact information. Recruitment staff will contact you within 48 hours.

**Remember:** The deadline to apply is February 13, 2023 11:59 pm EDT. Late applications will not be accepted. We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Workplace Safety and Insurance Appeals Tribunal is an inclusive employer.  
 Accommodation is available under the Ontario Human Rights Code.**