

**County Administration Buildings**  
Belleville, Ontario

**2022-NON-CHS-220**

## **Data Analysis Coordinator**

**Temporary Full-Time**  
**Minimum 2 years**

Hastings County has an opening for one **(1) temporary full time Data Analysis Coordinator** position. The role of this non-union position is to monitor, support and promote programs recording and tracking of participation by children from birth to age six and their families by conducting research, designing data collection processes and tools to monitor and evaluate programs.

### **Duties:**

- Select appropriate methods and procedures for collecting, analyzing, and maintaining community and social services data based on the needs of the program area, project or initiative.
- Monitor and evaluate the status of early learning and child development and other relevant research.
- Build capacity, awareness and understanding of early years research among community partners and promote use of research and evaluation found in evidence-informed decision-making.
- Research, collect and analyze data from a variety of sources, such as Statistics Canada, the Early Development Instrument (EDI), other external and internal databases to identify trends and gaps that impact clients, and inform children's services and strategic planning at the management level both internally and externally.
- Design and maintain database and spreadsheet applications, for the purpose of collecting, manipulating, and analyzing statistical, service, and financial data for the Departmental and community-based programs.
- Assist partner agencies in establishing recording systems, reporting data, monitoring client outcomes and evaluating effectiveness of new and emerging programs to ensure impactful service system outcomes.
- Provide analysis and recommendations to both internal managers and partner agencies with regards to future service model options, employment opportunities and other issues related to the Early Years portfolio.
- Using the Early Development Instrument (EDI) scores, gather information on location of families with children from birth to six (6) years old.
- Work with other data analysis coordinators across the province to ensure consistent Early Development Instrument (EDI) analysis and reporting, to keep current on trends and to explore improved methodologies and outcomes.
- Support EDI implementation by local school boards.
- Establish new partnerships and participate on committees and multi-agency working groups to collaborate on data projects and impact service delivery and system outcomes.
- Write reports, create charts and infographics, and present results to managers, staff, council, and partner agencies.
- Facilitate training and workshops for Community Services staff and community partners to build awareness and promote the use of research and evaluations findings in evidence-informed decision making.
- Assist with financial planning and Ministry reporting for Community Services, as well as assist with Ministry reporting for funded agencies to ensure compliance and improved consistency in recording/tracking systems.
- Ensure heightened accountability and financial reporting of funding to Child Care service providers

- Protect own health and the health and safety of others by adopting safe work practices and reporting unsafe conditions immediately. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
- Other duties as may be required or assigned from time to time.

### **MINIMUM QUALIFICATIONS**

- University Degree in Business Administration, Social Sciences or related discipline with focus on data collection and analysis and/or analytical research focus.
- Minimum three (3) years' experience in statistical data collection, analysis, research, database design and report writing, coupled with a demonstrated ability to conduct training.
- Knowledge of applicable legislation, standards, and theories of early childhood education an asset.
- Advanced proficiency with Microsoft Office applications, database applications, data programs and software such as Statistical program for the Social Sciences (SPSS), and financial planning and tracking applications.
- Excellent oral, written, interpersonal and communication skills.
- Excellent technological, analytical, and presentation skills
- Ability to assess situations and utilize critical thinking and problem solving skills.
- Ability to work in a team-based setting and possess consensus building skills to effectively work with multi-disciplinary working groups and a variety of agency partners.
- Excellent organizational, attention to detail, and time management skills.
- Knowledge and application of mathematical calculations, statistical compilation, and business practices.
- Ability to exercise a high level initiative, resourcefulness, independent judgment, integrity, and confidentiality.
- Comfortable working in non-standardized work environments and outside regular business hours.
- The possession and maintenance of a valid driver's license and access to a vehicle to travel throughout the County of Hastings area and neighbouring municipalities for work related purposes.

**Hours of work: 8:30am to 4:30pm, Monday to Friday**

**Salary Range: \$62,464 - \$73,056per annum**

**Closing Date: Friday, June 24, 2022 by 4pm**

**Please send resume and cover letter by email to: [careers@hastingscounty.com](mailto:careers@hastingscounty.com)**

**Quote: 2022-NON-CHS-220 – "Your Name" in the subject line**

Juliana Alvarez-Molina  
Human Resources Advisor  
Talent Management & Acquisition

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity.*

*We thank all applicants for their interest in this position; however, only those applicants selected for an interview will be contacted.*

*The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.*

*The successful candidate will be required to provide a clear Criminal Record Check and/or Vulnerable Sector Check and proof of being fully vaccinated against COVID-19 or eligible approved exemption by Hastings County.*