JOB DESCRIPTION

| **TITLE** | DATA & BUSINESS ANALYTICS MANAGER  |
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| **Reports To:**  | DIRECTOR |

**Job Purpose**

The Manager, Data & Business Analytics at the [organization name] plays a pivotal role in ensuring the reliability and efficiency of Canada's electricity systems. They will be instrumental in harnessing data analytics to optimize the performance of electrical systems nationwide. This involves managing the annual data collection, analysis, and reporting processes to uphold our commitment to sustainable electricity. The role demands a strategic approach to data management, focusing on predictive analytics, mapping, and data mining from various sources to inform decisions and recommendations that advance our vision of leading in the trade association sector.

This manager supervises a team and collaborates closely with member company representatives to deliver insightful annual reports on system reliability and performance.

**Duties and Responsibilities**

Overall Responsibilities:

**Data Analytics & Program Management**

* Manage annual data collection, analysis and reporting of electricity reliability programs.
* Help maintain data models, reporting systems, data automation, and dashboards.
* Manage processes for data intake, validation, and mining.
* Investigate and resolve data anomalies and identify trends.
* Develop and implement quality controls to ensure quality standards and expectations.
* Develop and publish the annual Reliability Program Reports (2 equipment Reliability Reports and 2 System Performance Reports).

**Committee Management**

* Manage three internal Reliability Program Committees (e.g. meetings and calls, as required).
* Support the reliability committees by responding to member requests.
* Perform administrative (i.e., minutes) and logistical functions for reliability meetings, as required.
* Lead and facilitate discussions.
* Keep document management and member communication platforms up to date.
* Develop and provide regular issue updates for monthly, quarterly, and annual newsletters.

**People Management**

* Supervise any assigned staff and work collaboratively to achieve results.
* Provide support and guidance to any assigned staff.
* Identify training and development opportunities.
* Work collaboratively with cross-functional teams.
* Perform other related duties as assigned.

**Qualifications**

* University degree in mathematics, statistics, data science, engineering, or business.
* Strong knowledge of data management principles: predictive analytics, mapping, collecting data from multiple data systems and cloud-based data sources.
* Strong SQL and programming skills, ability to perform effective querying/subqueries.
* Experience working with and creating databases and dashboards.
* Experience with data visualization tools (e.g., Excel, Power BI).
* Strong problem-solving, quantitative, and analytical abilities.
* Strong ability to plan and manage numerous processes, people, and projects simultaneously.
* Knowledge and experience related to project management.
* Ability to present and communicate analytical findings to a wide variety of audiences.
* Excellent organizational skills; detail oriented, able to work independently and with a team.
* Willingness to travel
* MS Office (i.e., Excel, PowerPoint, and Word).
* Excellent collaboration and delegation skills.
* Excellent written and verbal communication skills in English – capabilities in French, an asset.

**Core Competencies**

* Strategic thinking and problem-solving
* Strong project management and multi-tasking skills
* Highly organized and detail-oriented
* Excellent listening, negotiation, and presentation skills
* Exhibits ingenuity and creativity in data analysis and problem-solving
* Adaptability to technological changes
* Unwavering ethical integrity in data management

**Working Conditions**

* Working hours are generally from [Insert time] to [Insert Time], [Insert Day to Insert Day].
* Requires extended periods of sitting and working on a computer monitor
* May require overtime or working long hours
* This position is subjected to high pressure due to work volume, and goals. Overall fast paced environment.