TITLE: **Data / Business Analyst** **#230**
SECTION: Information Technology Department
REPORTS TO: Director of Information Technology or designate

SUMMARY

Reporting to the Director of Information Technology or designate, the Data/Business Analyst, plays a key supporting role in the IT Department's goal of developing, maintaining and improving the District's capabilities in facilitating data driven decision-making for continuous improvement. The Data/Business Analyst performs a variety of duties associated with the acquisition, management, analysis, and reporting of educational and operational data for departments and schools, using data to aide in driving instruction and business practice improvement. The incumbent will exercise considerable independent judgement and action.

DUTIES

1. Develop, implement and maintain district data standards and specifications, databases, data collection systems, data analytics, integrations and other strategies that leverage the potential of various data sources available to the district to optimize its statistical efficiency and quality, while ensuring current standards of data integrity, security and privacy are being met

2. Maintain an exceptional understanding of the K-12 learning environment, and the strategic and operational goals of the district

3. Maintain an exceptional understanding and inventory of district data sources, requirements and usage

4. Create and maintain various Business Intelligence reports, analysis, presentations, data models and tools to provide data analytical support to various operations competencies of the district

5. Provide actionable, meaningful information insights that can be easily interpreted by departments users, e.g. ongoing metrics, reports, data mining, analyses, dashboards, etc. using business intelligence software and programming to drive process improvement opportunities

6. Maintain appropriate documentation around Business Intelligence solutions and systems

7. Teach users how to interact with the visualizations they have created, interpret the results, and develop reference materials

8. Develop and execute training programs and communication plans to improve user adoption and provide lasting effectiveness of new and existing features and capabilities in the district's use of data analytics

9. May, on occasion, be required to perform other related duties as assigned.

QUALIFICATIONS

- Bachelor's degree in Computer Science, Information Systems or Business

- Recognized certifications in Data and/or Business Analytics

- 4+ years' experience in IT including 3+ years recent experience in a Business or Data Analyst role

- An equivalent combination of education and experience may be considered

- Demonstrated, advanced proficiency in Microsoft Excel and PowerPoint

- Exceptional verbal communication skills to be able to explain technical concepts and procedures to non-technical users and to present information tailoring the delivery to the capacity of the audience

- Ability to collaborate effectively and work as part of a team

- Demonstrated ability to think through problems with curiosity, and a creative and analytical lens

- Excellent understanding of enterprise applications and business processes, as well as solid working knowledge of data management best practices and experience implementing and maintaining them

- Proficiency in the development of methods and procedures+ of modern BI tools, data visualization, reporting packages, databases and programming languages

- Expertise in SQL Databases and Database Querying Languages

- Experience and training in Project Management and Change Management methodologies

- Experience with IaaS and PaaS infrastructure in cloud platforms such as Azure, AWS, etc.

- Solid understanding of networking technologies

- ITIL Foundation v3 or later and security certifications would be an asset

- Ability to focus and problem solve urgent issues frequently for long period of time

- Valid Class 5 BC Driver's License.