CAREER OPPORTUNITY

DATA ANALYST

Policy & Communications Department
Position Status: Full-time (35 hours/week)

WHO WE ARE
The **College of Massage Therapists of Ontario (CMTO)** regulates Registered Massage Therapists (RMTs) and exists to protect the public interest. By ensuring that RMTs maintain professional Standards of Practice and are held accountable for their conduct, CMTO protects the public's right to receive high quality, safe and ethical Massage Therapy treatment. The College operates in a non-unionized environment and is conveniently located near transit in midtown Toronto.

ABOUT THE ROLE
CMTO is actively seeking a talented and passionate Data Analyst. The successful candidate is a collaborative team player with a positive attitude and holds excellent analytical and research skills. They must multi-task and thrive in a fast-paced environment and take ownership of their contributions.

Reporting to the Director, Policy & Communications, the Data Analyst is responsible for mining, analyzing and interpreting data generated and collected from the various College's information systems, manual processes and external sources. The Data Analyst will identify trends, issues and opportunities to support the College in its regulatory mandate and delivery of its strategic vision.

KEY DUTIES AND RESPONSIBILITIES
- Help lead the practices and processes around data collection, entry, migration, etc., to ensure a high level of data integrity throughout the data life cycle.
- Perform data analysis across all organizational departments to assist the College/Council in identifying trends and issues and to support evidence-based decision-making.
- As directed by senior management, and in collaboration with program areas, identify indicators of current and emerging issues relating to Massage Therapy and regulation of the profession in accordance with legislation and CMTO policies.

College of Massage Therapists of Ontario

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- Identify and collect data from systems, processes and external sources.
- Perform analysis using recognized statistical tools and techniques.
- Design and build spreadsheets and models to support regular and ad hoc analysis of quantitative and qualitative data.
- Use software tools to design, build and maintain reports and data visualizations. Reports may include day-to-day workload management reports and dashboards for staff, to activity and benchmark reports for management, KPI reports and dashboards for senior management and Council.
- Assist the Policy Analyst and Director, Policy & Communications in the development of policies by using data to build evidence-informed policies. Prepare PowerPoint presentations and documents/tables to present data to various internal and external stakeholders.
- Provide support for other CMTO administrative and project-related tasks.
- Assist the Director with process optimization initiatives for the department. Identify issues, conduct research and summarize findings to support management decision-making.

SKILLS
- Data mining, modelling and analysis.
- Project management expertise.
- Organizational, time management and planning skills and proven ability to manage and deliver on multiple and competing priorities.
- Critical thinking, judgment and problem-solving.
- Exemplary communication skills: verbal and written, ability to convey complex messages in plain language, draft PowerPoint presentations.
- Interpersonal skills: collaboration and relationship management skills, ability to influence without formal authority.
- Self-starter with the ability to work with minimal direction and supervision.
- Strong attention to detail.
- Builds relationships within and outside the organization to identify opportunities, facilitate change and decisions.
- Flexible, resilient and resourceful in dealing with organizational change.
- Advanced proficiency in the use of technology in daily work (Microsoft Office suite).

QUALIFICATIONS

- University degree in data/computer science/engineering or intelligence analysis or the equivalent combination of education and experience.
- 3-5 years' progressive experience as a researcher or data analyst responsible for conducting research, data mining, analysis and reporting.
- Superior proficiency in the use of advanced technology tools for data modelling, data visualization, intelligence analysis, reporting and in daily work.
- Demonstrated experience with data mining, research and statistical methods for qualitative and quantitative analysis.
- Ability to present data in various formats (PowerPoint, spreadsheets, dashboards, reports, etc.).
- Basic knowledge of the *Regulated Health Professions Act, 1991* (RHPA), the *Massage Therapy Act* and other relevant legislations and regulations and all College policies, standards and guidelines.

INTERESTED?

To be considered for this role, please forward your resume and cover letter to resumes@cmto.com by 4:30 p.m. on September 17, 2018. **Please state the Job Posting Title in the Subject Line of the email.**

We thank all applicants for their interest in CMTO. Please note, only applicants selected for an interview will be contacted.

The College of Massage Therapists of Ontario promotes diversity in the workplace and is committed to ensuring that its recruitment and other personnel activities are fair and equitable. Accommodations are available at all stages of the employment cycle upon request.