



# SBCI

School Boards' Co-operative Inc.

## **Manager, Data Management (6 months contract) (Bilingual - French/English)**

### **Organization:**

For Ontario school boards that wish to improve efficiencies, decrease their costs, and mitigate the negative impacts of absenteeism, SBCI – a member-owned not-for-profit co-operative – provides expert actuarial, attendance, health and safety, and workers' compensation consulting services. Through our industry-leading knowledge and collaborative approach, we work to make schools safer, healthier, and more productive.

This role will be a hybrid role that includes duties of the Manager of Data Management, as well as duties of the Bilingual Data Administrator.

### **Position Summary:**

Reporting to the Chief Data and Information Officer, the Manager, Data Management is responsible for a variety of related tasks. This dual role that requires the Manager to both manage the department and perform the work of the Database Administrator. The Data Management Manager will lead a team of Data Administrators, Data Entry Clerks to ensure complete, accurate and reliable data is collected and managed. This position is responsible for working with SBCI Leaders, Managers and service delivery departments to increase productivity and to deliver data of the highest quality and reports to meet the business needs of all internal and external clients.

This is a full-time contract position, working 5 days per week, 7 hours per day. Hybrid and remote work opportunities available.

### **Key Responsibilities:**

Data Management Manager duties:

- Oversees management of Data Administrators and Clerks who are responsible for the collection, completeness, accuracy and security of WSIB/H&S and Attendance Support data, and for producing reports based on that data.
- Responsible for the day-to-day operations, budget, and personnel within the DM Department.
- Responsible to assist with the development of the organization's overall strategic plan.
- Responsible to support and align the departmental practices and goals with the Enterprise Data Strategy/Business goals.

- Develops, implements, and maintains data management processes, policies and procedures to ensure the highest data quality and security standards.
- Monitor and review data management processes for improvements. Effective and efficiency data management.
- Other duties as assigned.

#### Data Administration:

- Responsible for Data Management – Life Cycle of Data (Data Collection, Data Integrity/Quality, Data storage, Data Retention).
- Verify data to ensure that the data collected is accurate, complete and current.
- Consistently monitor and analyze data quality.
- Consistently resolves any data discrepancies by making the necessary corrections to the data to meet our data quality guidelines.
- Accurately perform screening and cleaning of data sets to ensure data quality
- Conduct research, investigate and resolve a range of data issues quickly and professionally.
- Identify significant data quality issues and resolve the issues.
- Communicates with external/internal clients to clarify discrepancies and/or requests for additional/missing information
- Collect, input, and maintain data into our database
- Ensures data storage of documents are properly named, linked and retained within the database
- Conduct research and finds efficiencies in processes and procedures around data management. Provides input and recommendations for improvements to the CDIO.
- Understand, follow, and monitor data confidentiality principles/practices.
- Reports/Customer Service/Training – Perform, prioritize, delegate, monitor
- Extracts and distributes routine reports from the database for internal/external clients.
- Responds to ad hoc report requests, gathers data requirements, extracts data and manipulates data into Excel and/or Power BI/Tableau. Builds custom reports for analysis purposes.
- Answers questions from internal/external clients on data and reports
- Provides software training in person, online and over the phone to internal and external users
- Provides customer service online and over the phone on how to capture data into the software for reporting purposes

#### Key Skills and Experience:

- Minimum Post-Secondary College/University Diploma, or equivalent experience
- 3-5 years' experience in data analysis, data processing, reporting or related experience.
- Ability to lead others and mentor staff in the Department.
- Ability to work collaboratively with all levels of the organization.

- Must be able to maintain positive working relationships with others, both internally and externally, work well in a team environment.
- Communicate professionally with tact and diplomacy; be flexible when dealing with a variety of stakeholders and clients.
- Superior problem solving, analytical and decision-making skills
- Strategic mindset with the ability to contribute to the future of the organization
- Highly Motivated, energetic, organized, reliable, and self-starter.
- Ability to embrace change with positivity and enthusiasm.
- Proficient computer skills with Microsoft Office Suite.
- Advanced Excel skills using VLOOKUP, basic formulas, and pivot tables.
- Ability to work accurately with strong attention to detail in an environment with many potential interruptions and shifting priorities.
- Possess a full understanding, respect and compliance to confidential policies and procedures.
- Ability to review processes and workflow to improve efficiency and achieve or exceed department goals.
- Excellent verbal and written communication skills
- Must be bilingual in French and English (working proficiency, verbal and written).

Candidates are welcome to apply by submitting a cover letter and resume by e-mail to [careers@sbcj.org](mailto:careers@sbcj.org) .

**This position will be open until it is filled.**

The annual salary range for this position is currently under review.

**We offer our employees:**

- Competitive compensation package
- OMERS pension plan (matched by employer)
- An inclusive, team-oriented culture
- Team, group and organization-wide activities (virtual and in-person)
- Flexible hybrid work with home office/remote work opportunities available
- Reduced summer work hours
- Peer-to-peer Recognition Program
- Free onsite parking at the office
- Wellness programming
- We strive to provide more work/life balance

This role will require some travel. The successful candidate will be required to travel by air or car (with a valid driver's license), as necessary