



SBCI

School Boards' Co-operative Inc.

Data/Quality Analyst (6 months Contract)

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.

SBCI is currently seeking a qualified candidate to fill a full-time contract Data/Quality Analyst role (6 months contract with a possibility of extension).

Position Summary:

Reporting to the Manager IT Applications, the ideal candidate will be responsible for the planning, executing, and reporting on the testing of SBCI reports and software applications to ensure they meet business and technical requirements. The role will work closely with developers, business analysts, and project managers to identify issues early and drive quality across all phases of the software development lifecycle.

This is a full-time contract position, working Monday to Friday. This is a hybrid role, with requirements for in-office attendance, as required.

Key Responsibilities:

- Develop, execute, and maintain detailed test cases, scripts, and plans based on business and technical specifications
- Conduct functional, integration, and user acceptance testing (UAT)
- Identify, document, and track defects using test management tools
- Collaborate with development and business teams to understand requirements and resolve issues
- Participate in Agile/Scrum ceremonies including sprint planning, stand-ups, and retrospectives
- Provide feedback on application usability and performance
- Contribute to continuous improvement of QA processes and standards
- Log defects and assist in the resolution process as required.
- Ensure timely notification of issues/problems and making recommendations for issue/problem resolution.
- Support automation and test data management strategies.

- Adhere to existing processes/standards, including testing and project management disciplines, well-defined enterprise technology delivery practices and standards, and escalating issues as required.
- Provide day-to-day support for test environments, troubleshooting, triaging issues, and coordinating resolution with all technology partners.
- Perform other related duties assigned such as assisting with our year cleansing of annual reports.

Key Skills and Experience:

- Certificate in Business Analysis similar Computer Systems Analysis or Information Technology diploma/degree or.
- Minimum 5-7 years of experience in databases, cleaning/screening, software quality assurance
- Experience in all the phases of Software Development Life Cycle (SDLC) and Software Test, Life Cycle (STLC).
- Expertise in Azure Dev Ops would be considered an asset.
- Excellent oral and written communication skills.
- Excellent problem-solving, time management, decision-making and conflict resolution skills.
- Ability to work effectively in a team environment and independently.
- Bilingual skills (English/French) would be considered an asset.
- Must be able to maintain positive working relationships with others, both internally and externally, work well in a team environment.
- Highly Motivated, attention to detail, energetic, organized, reliable, and self-starter.
- Ability to embrace change with positivity and enthusiasm.

Candidates are welcome to apply by submitting a cover letter and resume by e-mail to careers@sbcj.org.

This position will remain open until June 12, 2026.

The salary range for this position is \$72,197 - \$84,952.

We offer our employees:

- Competitive compensation and benefits 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
- Continued professional development opportunities and tuition assistance.
- Peer-to-peer Recognition Program
- Free onsite parking at the office

- Wellness programming
- Employee Assistance (and Family) Programs (EAP/EAFP)
- Paid time off (Vacation, Sick, Personal days, and bereavement)
- We strive to provide more work/life balance.

SBCI is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment. Reasonable accommodations are available upon request for all candidates taking part in all aspects of the recruitment and selection process. To request an accommodation please contact Careers@sbc.org.