

DURHAM REGION TRANSIT COMMISSION

Data Analyst, Durham Region Transit
(Regular Full-Time)

Job ID: 14999
Job Number: 052

Open: Sep 07, 2021 Close: Sep 21, 2021

The Region of Durham is committed to diversity, equity, and inclusion within its community and organization, and strongly welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons with disabilities, people from LGBTQ2S+ communities, and people from other diverse communities

In accordance with the AODA Act, accommodation will be provided throughout the recruitment process to applicants with disabilities.

Data Analyst, Durham Region Transit

Reporting to the Program Manager of Analytics, the Data Analyst is responsible for meeting a wide range of reporting needs across DRT and to relevant corporate and other external partners to support data-driven decision-making. The incumbent will:

- Retrieve, assemble, process and transform data from various primary and secondary sources (flat files, local/cloud databases and data warehouses, ERP systems, API systems) and ensure the accuracy and reliability of collected data
- Create, organize and maintain up-to-date datasets to enable statistical, predictive and prescriptive analysis for addressing complex business issues
- Conduct quantitative and qualitative data analysis to track and assess operational performance and inform strategic decision-making
- Present results of analytic outcomes through written and verbal data story-telling to both technical and non-technical audiences
- Generate, develop, publish and update various recurring and ad hoc reporting outputs for broad stakeholder audiences across DRT, the Region and relevant external partners
- Author and update data lifecycle resources in line with continuous improvement principles and assist with the creation and maintenance of data dictionaries and other metadata artefacts
- Support DRT stakeholders on the implementation and improvement of processes and practices related to data and analytics, as well as providing technical and day-to-day support for data and analytics tools and applications
- Embrace the role of change champion and contribute subject matter expertise to advance efforts in improving data literacy and best practices across DRT

The successful applicant must possess:

- A four-year university degree in Transportation Planning, Applied Statistics, Business Administration, Mathematics, Economics, Computer Science or a related discipline
- Minimum three (3) years of experience and advanced knowledge in quantitative and qualitative research, applied data analysis, performance measurement, statistical modelling, data mining and visualization, or an equivalent combination of education and experience, preferably in the public sector
- Intermediate to advanced experience with relational databases; data modelling experience would be considered an asset
- Intermediate experience in, and an ability to learn new, office productivity, presentation and Business Intelligence software/platforms, including web analytics software (eg. MS Excel, MS PowerPoint, Prezi, Power BI, Tableau, Google Data Studio/Analytics etc.)
- Working knowledge of location analysis using open source or commercial off the shelf (COTS) software applications (i.e. ArcGIS etc.)
- Excellent critical thinking and problem-solving skills to answer/address business questions and challenges without a straightforward answer
- Demonstrated proficiency in SQL and VBA scripting; proficiency or experience with open-source programming languages such as R or Python would be considered an asset

- Excellent written and verbal communication skills
- A results-oriented focus and demonstrated ability to juggle multiple time-sensitive priorities with a strong attention to detail, independently or as part of a team
- Demonstrated ability to exercise appropriate discretion in working with sensitive and/or confidential data and information

Certifications in Data Analytics, Business Intelligence or equivalent, or Project Management, would be considered an asset.

Understanding of transit operations or prior working experience in public transit would also be considered an asset.

Management & Exempt Salary Grade 4

- Salary: \$76,827 to \$96,034 per annum

Conditions of Employment

Proof of education, qualifications and any other job bona fide requirements will be required prior to start date.

External Application Process

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online (www.durham.ca) no later than midnight (Eastern Standard Time) on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: RecruitingHelp@durham.ca and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to RecruitingHelp@durham.ca.

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