



CORPORATION OF THE COUNTY OF MIDDLESEX POSITION DESCRIPTION

TITLE:	Community Programs Data and Research Analyst
DEPARTMENT:	Social Services
REPORTS TO:	Manager of Social Services
POSITIONS SUPERVISED:	None
EFFECTIVE DATE:	June 2022

POSITION SUMMARY

Reporting to the Manager of Social Services, the Community Programs Data and Research Analyst supports the programs provided under the Child Care and Early Years Act, Ontario Works Act, and Housing and Homelessness (“Community Programs”) in collecting, tracking, researching and analysing data to support effective planning for services and programs. The Community Programs Data and Research Analyst provides information, interpretation and analysis from various resources in coordination with community partners. The Community Programs Data and Research Analyst participates in the planning, development, implementation and evaluation of Community Programs.

PRINCIPAL DUTIES & RESPONSIBILITIES

1. Collects and analyzes Community Programs data, and ensures retention of key historical data.
2. Provides program analysis, interpretation and recommendations to the Manager of Social Services for development of strategies regarding Community Programs.
3. Provides statistical and analytical support, through ongoing review and monitoring of local statistics; monitors existing community resources and initiatives; and reviews external reports.
4. Collects and analyzes a variety of data sources to identify trends and gaps that impact families and individuals in the geographical area of the County
5. Gathers, analyzes, summarizes and reports on financial and service data information for internal and external purposes.
6. Monitors, reviews data and prepares written reports with evaluation and recommendations to the Manager of Social Services.
7. Maintains a collection of Community Programs research and evaluation material available for internal and external use.

8. Liaises with managers, department heads, staff, community agencies, and key stakeholders to determine needs to assist in the development of implementation and evaluation plans.
9. Prepares statistics for tracking, planning and Ministry reporting requirements, as required.
10. Assists the Manager of Social Services and other staff to ensure timely and accurate data submission to the Ministry.
11. Assists the Manager of Social Services to prepare submissions for grants and other funding opportunities
12. Conducts primary and secondary research relevant to Departmental needs, analyses data and presents findings to the Manager of Social Services.
13. Prepares statistical spreadsheets such as monthly caseload; cost per case; quarterly demographics; pay equity surveys.
14. Assists the Manager of Social Services with preparation of data and reports/presentations for County Council, Committees and/or the Ministry.
15. Assists and supports the Manager of Social Services with special projects, as directed.
16. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education & Experience

- 3-year post-secondary diploma in Business Administration, Public Administration Social Science, Computer science or a related discipline.
- Completion of courses and/or experience in social statistics is an asset.
- Three (3) years of work related experience collecting, analyzing and interpreting large volumes of data, and providing oral and written summaries of research findings, including creation of dashboards and reports.

Knowledge, Skills and Abilities

- Excellent verbal and written communication skills and confidence dealing with all levels of an organization

- Excellent interpersonal skills with an ability to work in a respectful manner.
- Strong analytical skills with the ability to collect, organize, analyze and disseminate significant amounts of information with attention to detail and accuracy.
- Ability to apply a wide range of research methodologies and practices, including survey design, data management, data visualization, performance measurement and program evaluation.
- Ability to coordinate the collection of data, analyze and communicate information gathered from multiple sources.
- Knowledge of various database formats, reporting and analytic software suites.
- Ability to work independently and within an interdisciplinary team.
- Ability to handle sensitive and confidential information.
- An open, inviting and approachable personality that allows the opportunity to build meaningful, trusting relationships.
- Excellent time management skills and a demonstrated ability to organize and prioritize multiple tasks and meet competing deadlines in a fast paced environment.
- Demonstrated ability to problem solve effectively and use good judgement in all decisions.
- A valid driver's license and access to a reliable vehicle.