

JOB OPPORTUNITY

Position Title: Data Information Management Advisor

Position Type: Fixed Term Union – *OPSEU represented*

Location: Mississauga, ON

Job Band: 8

Hiring Range: \$38.13 to \$48.35/hour

Hours of work: 36.25 hours/week

Reporting to: Supervisor, Skilled Trades Analytics

This posting is applicable to: Internal/External Applicants

Skilled Trades Ontario (STO) is a Crown agency responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams.
- **Administering apprenticeship programs**, including approving apprentices and sponsors, registering training agreements and assessing applications for apprenticeship program completion.
- **Issuing certificates of apprenticeship** to completed Ontario apprentices.
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario.
- **Administering exams**, including certifying exams, in all trades subject to certifying exams.
- **Issuing Certificates of Qualification** in all trades with certifying exams.
- **Renewing Certificates of Qualification** in compulsory trades.
- **Maintaining a Public Register** of people authorized to work in compulsory trades.
- **Researching** apprenticeships and the trades.

The Data Information Management Advisor role plays a key role in managing and optimizing the organization's apprenticeship and skilled trades data assets. This position supports the development and continuous improvement of data systems and reporting tools, leads key data initiatives, fulfills high-impact internal and external data requests, and contributes to data governance and quality assurance efforts. The Advisor works collaboratively across departments, exercises independent judgment on complex data issues, and supports evidence-informed decision-making at both operational and strategic levels.

Responsibilities:

- Lead the development of data pipelines and dashboards to track apprenticeship outcomes and trade participation.
- Analyze and interpret complex datasets to inform program performance and policy decisions.
- Develop and maintain routine and ad hoc reports and dashboards using SQL and reporting tools (e.g., Yellowfin, Power BI).
- Support data quality initiatives by identifying inconsistencies and contributing to data clean-up efforts.
- Respond to internal data requests and assist in gathering information for external partners.
- Maintain documentation of data queries and procedures for reference and quality assurance.
- Prepare monthly, quarterly, and annual organizational reports including the preparation of datasets for submission to external stakeholders such as Statistics Canada and Ministry partners.
- Coordinate and plan meetings with various clients across the province.
- Participate in meetings to understand data requirements and provide input on reporting strategies with regards to various data migration efforts.
- Work collaboratively with other departments to ensure data needs are met and issues are resolved promptly.
- Conduct preliminary data analysis to identify trends, clusters, or issues that may require further investigation.
- Maintain information management keeping in various databases.
- Monitor data usage and recommend improvements to data governance practices.
- Support the senior data team in optimizing data accessibility and usability across platforms.

Qualifications:

- Post-secondary diploma or degree in information technology, business, data science, or a related field, or a combination of equivalent education and experience.
- Relevant years of related experience in a data or research environment is considered an asset.

Technical Skills:

- Working knowledge of apprenticeship and trade program administration in Ontario or similar jurisdiction.
- Knowledge of Structured Query Language (SQL) and ability to write queries.
- Familiarity with relational database models and data warehouse structures.
- Experience using Microsoft Excel, including pivot tables and formulas.
- Exposure to business intelligence tools (e.g., Power BI, Yellowfin, Quickbase) is preferred.
- Awareness of data classification systems such as NOC and NAICS is an asset.

Skills include:

- Strong attention to detail and commitment to data accuracy.
- Effective communication and interpersonal skills to collaborate with team members and internal clients.
- Good organizational and time management skills with the ability to prioritize tasks.

Willingness to learn and adapt in a fast-paced environment.

Decision Making, Judgment and Problem Solving

- Makes decisions on reporting methodology and formatting of outputs to ensure usability and accuracy.
- Analyzes and fulfills user data requests, develops, and tests solutions that accurately reflect organizations business practices and terminology, consults with users to ensure correct data has been captured
- Assesses data quality and alerts IT to issues around missing or inaccurate data
- Assembles information, tools and technologies required to meet STO's data cleaning and maintenance, and statistical reporting, needs

Accountability for Results and Impact of Decisions

- Provides strategic input on data integrity initiatives, identifies root causes of recurring data quality issues, and proposes system or process solutions.
- Provides complete and accurate information, with clear indications of any gaps or ambiguities arising from the data source
- Is responsible for all counts and statistics shared internally and externally, and can furnish the SQL code used for the queries, if required
- Always maintains client confidentiality

Communications and Relationship Building

Internal

- Leadership of data-related working groups or improvement projects
- Responds quickly to information requests and keeps users informed about the status of their request
- Confers with requesters to clarify the details of their request, the business processes involved, the end-use/audience of the information provided, and the ideal formatting of output
- Participation in committees and working groups as required

External

Maintains contact with external stakeholders (Statistics Canada (Red Seal, RAIS), MILTSD, workforce planning groups, sponsors, etc. to respond to inquiries regarding data and statistics

Leadership, Coaching and Management

Leadership and Support to Peers and Co-workers

- Provides guidance to policy and program analysts within the Division.
- Provides support to co-workers in the provision of database-derived lists and statistical information, and database-linked self-service reports

Advises Management on various data requests and interpretations including escalating issues related to information/data management

Effort (Sensory and Physical Demands)

- Minimal demands typical of an administrative position in an office environment

Working Conditions

- Minimal exposure to unavoidable hazardous or disagreeable environmental conditions associated with an administrative position within an office environment

What STO Offers:

- Work-life balance
- Comprehensive health and dental benefits
- RRSP matching (up to 6%)
- Employee Assistance Program (EAP) through TELUS Health with employee perks

How to Apply: Please submit your application on ADP via the following link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ca763c0a-275d-409e-95c5-2b5d98d0de89&cclId=19000101_000001&jobId=611023&lang=en_CA&source=CC2

We thank all applicants for their interest and will only contact those whose skills, knowledge, and experience most closely match the requirements of the position.

Our Recruitment Process Includes:

- Step 1: Resume Screening
- Step 2: Phone Screening
- Step 3: Panel Interview(s)/Assignment
- Step 4: Selection
- Step 5: Offer of Employment

Skilled Trades Ontario embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Skilled Trades Ontario's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Skilled Trades Ontario. We welcome applications from all qualified persons.

Skilled Trades Ontario is an equal opportunity employer.