



IDENTIFICATION

Department		Position Title	
Finance		Senior Analyst	
Position Number(s)		Community(s)	Division/Region(s)
15-13530		Yellowknife	NWT Bureau of Statistics

PURPOSE OF THE POSITION

The Senior Analyst is responsible for developing administrative data sources, analyzing, interpreting and disseminating data required for decision making by senior management, territorial strategic planning and the identification of emerging issues.

SCOPE

Located in Yellowknife, the position reports directly to the Territorial Statistician (Director of the Bureau of Statistics). The incumbent will be required to assess complex databases and business processes related to administrative systems for the development of appropriate methodologies in the use of administrative information for statistical purposes. This work would include determining administrative data sources within the GNWT, identifying possible indicators and communicating with departments to negotiate receipt of the data. Through analysis and discussions with departmental specialists, the incumbent must develop in-depth knowledge of the administrative data source to fully understand the complexities of the data.

The incumbent will analyze the new data using sound statistical methodologies to determine trends and the results will be reported and widely disseminated. Data based on administrative data sources can often be produced on a more timely basis than other sources; the development of administrative data will allow the GNWT to make decisions and monitor conditions based on extremely current and accurate data. This is of particular importance when monitoring the socio-economic effects of resource based projects.

As part of their duties, the incumbent will mentor statistical positions at the Inuvialuit Regional Corporation (IRC) and other aboriginal government organizations. This involves teaching appropriate statistical techniques and advising on methodologies to help develop skills and capacity in these organizations.

The duties of this position are carried out under the mandate of the Bureau of Statistics. The NWT Bureau of Statistics has the overall responsibility for the territorial governments statistical

program including the development, interpretation and dissemination of data required for territorial government purposes and the provision of statistical advice and analysis to departments.

This position is expected to complete the majority of these tasks within a three year time-frame after which the position will cease to exist.

RESPONSIBILITIES

1. Identify and develop administrative data sources

- Assess administrative data sources for the possibility of use as a statistical data source
- Produce a comprehensive list of administrative data sources within the GNWT
- Suggest relevant indicators for each of the data sources
- Negotiate the transfer of indicators from each department including timing, mechanisms and agreements
- Investigate the data and communicate with departmental specialists to fully understand the complexities of the administrative data sources
- Create metadata (information about data) for each of the variables in the indicators

2. Create reports and tabulations for wide dissemination

- Analyze the data using appropriate statistical techniques and produce various products for non-technical audiences
- Update master indicator files to ensure the data is accurately represented
- Design systems to continuously update data
- Disseminate the new indicators

3. Mentor statistical analysts from the IRC and other organizations

- Design a 'best practices' guide to assist users
- Assist users with computing techniques
- Act as a resource for statistical advice and questions

KNOWLEDGE, SKILLS AND ABILITIES

- Superior analytical and research skills
- Superior knowledge of statistical techniques and development of indicators
- Advanced computer skills in Microsoft Office products (Excel, Word, PowerPoint etc.), Adobe Acrobat Professional and statistical software such as SPSS
- Strong interpersonal skills
- Strong oral and written communication skills
- Ability to manage projects independently and complete concurrent tasks within deadlines

Typically, the above qualifications would be attained by:

The above knowledge, skills and abilities are normally acquired through the completion of an undergraduate degree in social sciences (economics, sociology, etc.) or a related field and five years of experience in a statistical or analytical position. Equivalencies will be considered.

WORKING CONDITIONS

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

As typically associated with an office environment.

Environmental Conditions

As typically associated with an office environment.

Sensory Demands

As typically associated with an office environment.

Mental Demands

As typically associated with an office environment, however, the incumbent may be required to travel to communities on an infrequent basis.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check