Business Intelligence Analyst

Institutional Analysis and Planning

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

A preference hiring practice will be applied. Applicants who self-identify as members of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with disabilities, Persons of the 2SLGBTQIA+ community will be given first consideration. Please self-identify in your application. First consideration will also be given to internal applicants.

DUTIES

The Business Intelligence Analyst (BIA) is a data storyteller who works with leaders across the College to understand their key business problems and uses data and visualizations to provide facts, information and context that informs decision making. A skilled analyst, the BIA uses business intelligence tools, visualizations, and data science methods and tools to weave data into insights. Working closely with technical analysts, database administrators, data analysts, and other technical professionals, this skilled translator applies their business intelligence expertise, interpersonal skills, and business knowledge to bridge the gap between the technical and the business, liberating data to help the College make critical strategic decisions about our programming and offerings for students and industry, College operations, and raising the level of data literacy in the organization.

REQUIRED QUALIFICATIONS

- Diploma in data science, data analytics, business analysis, information technology, or related fields or a combination of education and experience may be considered
- Experience with statistics, analytics and data science methodologies and approaches to support Business Intelligence
- Experience with reporting and visualization methods and approaches to support Business Intelligence, particularly Microsoft Power BI
- Demonstrated experience with data management including data cleaning, data governance, and metadata management for the analysis and reporting of enterprise data
- General understanding of the methodologies and practices of business analysis to be able to elicit requirements and understand problems and desired outcomes
- Extensive knowledge of principles and practices in design and user experience related to data visualisation and data storytelling to develop high quality, easily consumable analytic tools and products
- General fluency in programming languages like SQL, Python, R or notebooks like R Studio or Jupyter
- Excellent communication and interpersonal skills to communicate complex ideas to non-technical leaders, business goals to technical specialists, as well as facilitation skills to elicit ideas and understand issues
- Strong analytical skills required to assess complex, data intensive problems, summarise key findings, and provide recommendations
- Curiosity and creative thinking that drives exploration of the development of innovative solutions to complex problems
- Ability to work with both business teams as well as technical teams and IT staff, and to create relationships and quickly build trust with stakeholders
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Microsoft Data Analyst Associate Certification
- IBM Data Science Professional Certificate
- Business Analyst (CBAP)
- Project Management (PMP)

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

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RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishininew, Dakota, and Dené, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

COMPETITION NUMBER

2024-002

CLOSING DATE

January 18, 2024

SALARY

$55,494 - $76,003 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.

RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr