

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (CHILDREN'S SERVICES & NEIGHBOURHOOD DEVELOPMENT DIVISION – PERFORMANCE, PLANNING & EVALUATION – LOCATION – 28 JAMES ST. N., 4th FLOOR)

DATA ANALYST – CUPE 5167

JOB SUMMARY

Reporting to the Manager of Performance, Planning and Evaluation, the Data Analyst assists with the collection and analysis of data from research and/or evaluations related to human services and community initiatives in the City of Hamilton. The Data Analyst may conduct reviews to identify data collection tools, develop questionnaires, conduct interviews, enter and analyse data and assist in the writing of reports and presentations.

GENERAL DUTIES

Assists with the analysis of large databases such as the Census and the Early Development Instrument (EDI).

Conducts literature reviews, identifies data collection tools, and develops questionnaires and evaluation forms.

Conducts interviews and/or focus groups with clients, service providers and funders.

Enters data into computer files and assists with the statistical and/or, spatial (e.g. GIS) analysis of the data.

Assists with the analysis of qualitative data using appropriate methods.

Assists with identifying and securing various sources of data, determines methods of collecting and creating information as needed.

Assists with production of reports for publication, presentation and service development.

Stays current by reviewing media documents including local and national newspapers and academic journals.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Working knowledge and experience with social services program data collection/manipulation and evaluation methods normally acquired through the completion of a Bachelor's Degree in Science, Social Science, Health Studies or a combination of education and relevant experience.
2. Ability to analyse large databases such as the Census and the Early Development Instrument (EDI).
3. Ability to conduct literature reviews, identify data sources and collection methods and develop questionnaires and surveys through demonstrated experience in data collection, analysis and report writing with the ability to present data to meet the needs of various users.
4. Experience in both quantitative and qualitative data analysis and experience with GIS software (i.e., ArcMap).
5. Intermediate level knowledge of relevant computer programs such as, SPSS, Word, Excel, Oracle and Adobe.

6. Demonstrated experience with creating, organizing and inputting data into datasets for the purposes of analysis, report writing and presentations.
7. Demonstrated ability to work in a variety of interdisciplinary teams and with a wide range of community partners.
8. Excellent verbal and written communication skills as demonstrated through the production of reports for publication and/or presentation.
9. Ability to travel within the community is an asset to participate in various community-based partnership activities.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE
