



THE CORPORATION OF THE COUNTY OF WELLINGTON

Social Services Department
Children's Early Years Division

Requires a

Six Month Full Time Contract Children's Early Years Data Analyst

Reporting to the Manager of Children's Services Research and Planning, the Children's Early Years Data Analyst is responsible for designing and conducting and/or contributing to data collection and analysis, research, programme evaluation, and planning in Children's Early Years Division. The Children's Early Years Data Analyst also maintains research, resource, and data repositories for early years information and ensures that data files, research, and reports are formatted such that they can be aggregated for regional and provincial uses and reporting. The Children's Early Years Data Analyst facilitates training and workshop sessions for community partners to build awareness and understanding of early years research and promotes use of local data collection, evaluation and planning activities.

The minimum qualifications for this position include:

- Undergraduate degree in human services, including courses in social statistics.
- Over one year related experience in data collection, data analysis and research.
- Working knowledge of social science research methods and statistical analysis, with the ability to analyze and synthesize diverse information from many sources.
- Experience with ArcView/ArcGIS and SPSS Statistics.
- Ability to recommend changes to established methods or procedures.
- Ability to design, conduct, and effectively communicate research and complete data reports accurately.
- Knowledge and experience working with community agencies and programmes.
- Ability to handle sensitive and confidential information.
- Well-developed written and verbal communication skills, including developing and delivering presentations, training and/or capacity building sessions.
- Strong organizational skills with the ability to maintain accurate records.
- Ability to work independently and in a team environment.
- Excellent knowledge of computers, software, programmes and databases.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

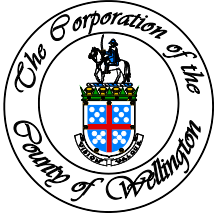
This position offers a benefit package and an hourly range of: \$37.20 - \$43.37 (2022 Union Compensation Grid).

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #293-22 by Friday, August 5 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Children's Early Years Data Analyst	Reports to: Manager of Children's Services Research and Planning
Department: Social Services	Division: Children's Early Years
Effective: April 2015	Revised: April 2022

BASIC FUNCTION:

Reporting to the Manager of Children's Services Research and Planning, the Children's Early Years Data Analyst is responsible for designing and conducting and/or contributing to data collection and analysis, research, programme evaluation, and planning in Children's Early Years Division. The Children's Early Years Data Analyst also maintains research, resource, and data repositories for early years information and ensures that data files, research, and reports are formatted such that they can be aggregated for regional and provincial uses and reporting. The Children's Early Years Data Analyst facilitates training and workshop sessions for community partners to build awareness and understanding of early years research and promotes use of local data collection, evaluation and planning activities.

PRINCIPLE RESPONSIBILITIES:

Under the guidance of the Manager of Children's Services Research and Planning the Children's Early Years Data Analyst has the following duties and responsibilities:

- Support the data collection and analysis, research, programme evaluation, and information needs of the Children's Early Years Division.
- Collect, analyze and report on information relevant to system planning, the community, and early years sector.
- Maintain a resource library of relevant data and early years research products.
- Liaise with key community, regional, and provincial stakeholders.
- Actively support knowledge mobilization and exchange.
- Build capacity within the community to understand and apply information and early years research.
- Access and review existing local reports and other relevant research to assist in understanding the early years.
- Identify all local sources of data; critically review and evaluate the extent which these data assist in understanding the early years in the community. Where appropriate and in collaboration with the Children's Early Years planning unit, incorporate these data into reports that support early years planning.
- Collaborate with all early years partners within the community by communicating identified priorities of the local planning table for children birth to six years of age, providing related data and evaluation supports.

- Work with early years programmes to ensure accurate and timely reporting of required data elements, including assisting with agencies' internal recording mechanisms where required.
- Support the implementation of local early years data collection, including the Early Development Instrument (EDI), and conduct local analysis of these data sources.
- Enable and advocate for use of local early years data through knowledge mobilization with local boards of education, early years providers, and the broader community.
- Actively participate in and support local planning groups in disseminating results of local data collection, evaluation and planning activities.
- Facilitate training sessions and workshops for community partners to build awareness and understanding of early years research and promote use of local data collection, evaluation, and planning activities.
- Perform other duties as assigned.

ACCOUNTABILITY:

Actions in this position could cause significant embarrassment within the organization and have limited impact on its public image. Maintains/analyzes/applies local and provincial data sets to assist early years service system planning, evaluation of programmes and services, and outcomes measurement.

PHYSICAL EFFORT AND WORKING CONDITIONS:

- Physical activity is light and of long duration, such as sitting at a workstation.
- Work is performed in an environment with almost no exposure to conditions or hazards. Majority of work is performed in an office environment.

CONTACTS:

This position frequently handles contacts of a difficult, specialized or sensitive nature for the purpose of influencing or securing cooperation, with the following:

Internal: Social Services Staff at all levels.

External: Community agencies, school boards, early learning and child care programmes, and relevant health, academic, and community research groups

MINIMUM QUALIFICATIONS:

- Undergraduate degree in human services, including courses in social statistics.
- Over one year related experience in data collection, data analysis and research.
- Working knowledge of social science research methods and statistical analysis, with the ability to analyze and synthesize diverse information from many sources.
- Experience with ArcView/ArcGIS and SPSS Statistics.
- Ability to recommend changes to established methods or procedures.
- Ability to design, conduct, and effectively communicate research and complete data reports accurately.
- Knowledge and experience working with community agencies and programmes.
- Ability to handle sensitive and confidential information.
- Well-developed written and verbal communication skills, including developing and delivering presentations, training and/or capacity building sessions.
- Strong organizational skills with the ability to maintain accurate records.
- Ability to work independently and in a team environment.

- Excellent knowledge of computers, software, programmes and databases.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

CONDITIONS OF EMPLOYMENT:

- Police Vulnerable Sector Check
- Proof of Education
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle

OTHER:

- Regular Work Hours: 35 hours per week, flexibility of hours as required
 - Collective Agreement between the County of Wellington and CUPE Local #973