
File #: 2019-79-1011
Position: Data Analyst –Temporary Full Time (1) contract until July 31, 2020
Department: Decision Support
Location: Burlington, Ontario
Posted: October 11, 2019
Application Deadline: Posted until filled
Application deadline for internal candidates: *October 18, 2019*

The Trillium Health Partners (formally known as The Credit Valley Hospital and Trillium Health Centre), Halton Healthcare Services, and William Osler Health System own and operate Shared Services West (SSW). Since 2001, SSW's mandate has been to leverage co-ordinated sourcing to provide best value, improve quality of service, and ultimately, to facilitate the reallocation of resources to direct patient care. In 2009, SSW took on all sourcing, logistics and purchasing for the three hospital groups. Since then, SSW signed on eight new hospital customers.

The three pillars of SSW's new strategic plan are building **brand** and reputation, enhancing **integration** and **growing** smartly. The Plan includes strengthening SSW's profile in the industry, an enhanced leadership role, expansion of processes, data management and analytical capability, as well as expanding both the scope and extent of SSW's services to an increased customer base.

The Decision Support department consists of three teams: Master Data Management, Business Intelligence, and Business Integration & Optimization. Decision Support aims to leverage available data throughout the procurement lifecycle to understand and navigate risk, uncover latent value, and highlight areas for improvement. Decision Support is responsible for external hospital materials management data as well as internal procurement databases. This includes data stewardship, report development, and report automation to provide internal and hospital decision makers with trusted insights for tactical and strategic planning.

JOB SUMMARY

The Data Analyst will report to the Manager of Business Intelligence. Primarily, this role will be responsible for the execution of a Materials Management system data merger/migration project. The Data Analyst may also be required to support operational reporting and assist with the development of new reports for the project and ongoing operations.

PRIMARY RESPONSIBILITIES:

The primary duties and responsibilities include, but are not limited to:

- Collaborative work with internal and external customers to answer questions and offer guidance.
- Creation and analysis of reports and statistics used in decision support or for other business projects.
- Reviewing, improving, implementing and monitoring process improvements.
- Providing analysis and reports as needed to the SSW Senior Management.
- In consultation with the Data Management team and Business Intelligence team, identifying and implementing operational processes to improve database management.
- Other duties as assigned.

POSITION REQUIREMENTS

Education:

- Undergraduate degree/diploma in Business, Finance, Sciences, or related analytical discipline.

Work Experience:

- Minimum of 1 year experience in an Analytical role
- Experience in a healthcare environment is an asset

Knowledge and Understanding:

- Thorough understanding of the concepts of supply chain functions and analytics
- Knowledge and understanding of Broader Public Sector Procurement Directives is an asset
- Understanding of business operating and financial processes

Technical Skills:

- Advanced MS Excel skills
- SQL or database reporting considered an asset
- Candidates will be asked to complete a compulsory Excel test

Personal Skills:

- People interaction
- Willingness to learn and a continuous improvement mindset
- Team Player
- Able to manage multiple and competing priorities
- Communication
- Customer focus
- Conflict resolution
- Self-motivated

WORK ENVIRONMENT

- Office location -Burlington, Ontario, Canada (8:30am-4:30pm)
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SSW Employees enjoy:

- Competitive compensation.
- Generous vacation entitlement.
- One of the top pension plans in Ontario (Healthcare of Ontario Pension Plan-HOOPP).
- Employee & Family Assistance Program (EFAP).
- Flexible environment.
- Family feel culture.
- Summer hours.
- Professional development opportunities.

To apply, please email your resume to careers@ssw.ca indicating the **position title** and **posting #** in the subject line. As part of the initial recruitment process, selected candidates will be asked to complete a Job Description Feedback form. Please note that this does not guarantee advancement to the next step in the recruitment process. We thank all applicants for their interest in Shared Services West. Only qualified candidates selected for interviews will be contacted. If contacted for an interview, please inform us should any accommodation be required.