



The Corporation of the City Of Brantford Business Support and Sustainability

requires

Data and Program Coordinator Job ID #2007

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our Work from Home arrangement. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager of Business Support and Sustainability, the Data and Program Coordinator will be responsible for data collection and analysis, program evaluation, managing contracts, tracking information, research, and reporting. The Coordinator will provide administrative and program support for various initiatives across the Public Works Commission including grant and funding requirements, climate change, and energy management. The position will perform functions related to data collection to support successful execution of agreements and program requirements, KPIs to support strategic priorities, and performance evaluations. Duties include but are not limited to the following:

- Data Analysis - The Coordinator will be required to collect and analyze data as it relates to key performance indicators and performance metrics, energy consumption at facilities, and others;
- Project Coordination - The Coordinator will be required to collect data and information pertaining to various ongoing projects that have reporting requirements for funding agreements to ensure that deadlines are met;
- Teamwork - The Coordinator will work with staff from across the Public Works Commission to collect information on various initiatives and work together to complete reporting requirements.

QUALIFICATIONS

- This position requires a university degree in Business Administration, Statistics, or a related field with a focus on research, analytical data collection, managing contracts, and program evaluation;
- Completion of a research-based post-graduate degree is preferred;
- Minimum three years' experience in statistical data collection, analysis, research, database use and reporting;
- Ability to analyze all requirements and provisions in contracts, including terms and conditions, to ensure compliance with all regulations and policies and procedures and compliance with provincial and federal ministry guidelines;
- Demonstrated research, analytical and report writing skills are required for a variety of audiences;
- Ability to work well in a team environment and be a strong team player;
- Superior analytical, communication, technological and problem-solving abilities; ability to exercise a high level of independence and integrity;
- Strong attention to detail as it relates to performance measures and key dates;
- Proven proficiency in utilizing computer equipment and related software applications;
- A valid G Ontario driver's license in good standing is required;
- Availability to work evenings and weekends as required;
- Computer literacy utilizing the Microsoft Office Suite (Word, Outlook, Excel, Access);
- Criminal Reference check will be required upon time of hire.

WAGE/SALARY RANGE: \$31.87 to \$35.41 per hour (35 hours per week) plus benefits.

To apply on-line, please visit the City of Brantford website at <https://careers.brantford.ca/> and click on **Current Opportunities**.

Closing date for applications: **Thursday, March 7, 2024, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.