

ICT DATA ANALYST Regular Full Time

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

The City of Coquitlam is seeking an experienced and detail-oriented **Information and Communication Technology (ICT) Data Analyst** to join our Corporate Services team. This role involves complex technical work focused on quantitative and qualitative analysis of enterprise data to support departmental business needs. The successful candidate will conduct in-depth data analysis, identify patterns, trends, and anomalies, and produce written reports and visualizations to drive operational improvements. This role requires collaboration with cross-functional teams to facilitate data sharing and interpretation on various departmental initiatives. Independence, accuracy, and effectiveness in executing data analysis and reporting will be key to success in this role.

Key Responsibilities:

- Research, analyze and compile quantitative and qualitative data from diverse sources to meet business requirements.
- Conduct thorough data analysis to identify patterns, trends, and anomalies.
- Prepare written reports and create data visualizations to communicate findings to support improving operational performance.
- Collaborate with cross-functional teams and serve as a liaison on data sharing and interpretation for departmental projects.
- Determine the best techniques and methodologies for gathering and analyzing data.
- Recommend process improvements to optimize data management systems, ensuring integrity and alignment with departmental objectives.
- Conduct research and apply statistical analysis to support system evaluations and operational decision-making.
- Ensure data management, security, and compliance with organizational policies and regulatory requirements, to ensure data quality, integrity, and availability.
- Lead and facilitate training sessions on data governance, management policies, best practices and standards.
- Effectively communicate technical information in accessible language and visuals for diverse audiences.

Minimum Qualifications

- Bachelor's degree in computer science, economics, mathematics, statistics, data science or a related discipline, plus sound related experience in quantitative data analytics; or an equivalent combination of training and experience.

Preferred Qualifications

- Thorough experience with data management system, data analyst tools and reporting program.
- Thorough knowledge of statistical data analysis, data reporting and data visualization methods, processes, techniques and tools.
- Thorough knowledge of emerging trends and technologies related to the data analysis and governance. s

What We Offer:



This CUPE position has an hourly rate range of \$46.06 - \$54.43 (2024 rates). The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo and submit an acceptable police information check.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on January 3, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.