

POSITION DESCRIPTION

Job Title: Data Specialist
Reports to: Director of Services
Created: June 2026

Primary Function:

Under the direction of the Director of Services, the Data Specialist supports organizational planning and evidence-based decision-making through advanced data analysis, reporting, and business intelligence solutions. The Data Specialist supports Wesway's strategic priorities through the collection, analysis, interpretation, visualization, communication of complex organizational data. The Data Specialist operates in accordance with the agency's philosophy, policies and procedures, Ministry guidelines all applicable legislation.

Roles and Responsibilities:

Data Analysis

- Develop, maintain, and optimize dashboards, data visualizations, and automated reporting solutions to support evidence-based decision making
- Conduct process reviews and provide recommendations for change in order to facilitate effective, efficient, safe application of information systems to provide quality care and service
- Analyze software systems for integration opportunities and identify gaps, redundancies, and potential duplication
- Conduct quantitative, qualitative, and statistical analysis of data from multiple systems and sources
- Identify trends, patterns, opportunities, and risks to inform strategic and operational planning.
- Produce reports and analyses required for internal partners, senior leadership, governance bodies, and external agencies
- Support policy development and organizational planning through research and analytical insights
- Work collaboratively with departments across the organization
- Automate data collection and reporting processes where possible
- Ensure data integrity, security, and compliance with organization policies and relevant legislation

Training

- Develop and deliver training to employees on data systems
- Create resources and training materials

Risk Management

- Identify potential risks to the organization through risk assessments, audits and analysis of operational processes
- Develop and implement risk mitigation strategies, policies, and procedures to manage identified risks
- Work with internal partners to integrate risk management practices into daily operations
- Recommend risk control measures and monitor their effectiveness

Research and Survey

- Conduct data analysis and interpretation for new program development and cyclical program reviews
- Develop analytical approaches and reporting tools that improve efficiency and accessibility of organizational data
- Administrator of service-related databases and client information systems
- Provide research for the organization, and prepare information for project specific tasks as required

Statistics

- Develop systems to track, record and report statistical data
- Prepare statistical reports as directed

Personal and Professional Development

- Actively pursue relevant training opportunities related to professional learning needs
- Keep abreast of new developments and trends in data analysis practices through review of professional literature and participation in professional development opportunities as required and available

Other

- Participate in agency committees and projects, as required
- Perform other duties as assigned

Qualifications

- University degree or 3-year college diploma in business analytics, data science, statistics, mathematics, computer science, health informatics, or business administration from a recognized academic institution and one to three years of related experience (or an equivalent combination of education and experience)
- Demonstrated experience in data analysis, statistical analysis, and research methodologies
- Expertise in software applications with capacity to customize client data collection
- Experience in collection, analysis, and reporting on data within a Client Record System
- Knowledge of statistical methods and data modelling techniques
- Experience working with large and complex datasets from multiple sources

- Excellent analytical, critical thinking, and problem-solving skills
- Strong interpersonal, communication and presentation skills
- Strong organizational and time management skills
- Demonstrated knowledge of privacy legislation, confidentiality requirements, and data protection principles, with the ability to handle sensitive information using sound judgement and discretion
- Working knowledge of Microsoft Office and other data management systems