



OPEN TO THE PUBLIC

CAREER OPPORTUNITY

Data Analyst
FULL-TIME TEMPORARY POSITION
(beginning immediately for approximately 1 year, with possible extension)

The Workers Compensation Board of Prince Edward Island is seeking a dynamic and energetic Data Analyst to join its team of professionals who are dedicated to the recovery and return to work of injured workers, the promotion of workplace health and safety for all Islanders and the protection of employers and injured workers through a no-fault workplace injury and illness insurance program. The Workers Compensation Board practices a proactive model of case management which emphasizes streamlined injury recovery and prevention of work disability through collaboration with stakeholders and partners and excellence in service delivery.

Reporting to the IT and Innovation Project Leader, the Data Analyst is responsible to provide quantitative information for use in decision making by employees of the WCB. Using various research, collection, analysis, interpretation and presentation methods, the Data Analyst will provide a wide range of statistics to satisfy divisional requests for data to use in strategic and operational planning.

The Data Analyst will document and maintain an inventory of all data requests and subsequent data reports.

Major Responsibilities:

- Prepares data from applications to support internal and external statistical requests.
- Prepares electronic data files from applications.
- Prepares key statistical measures as defined by the Association of Workers Compensation Board of Canada (AWCBC).
- Develops complex queries and reports.
- Audits the integrity of organizational databases for statistical and information reporting.
- Prepares statistical data for publication.
- Verifies statistical and data results to ensure reliability and accuracy.

The Data Analyst contributes to the development of an effective Information Technology and Innovation team by keeping abreast of emerging technology and techniques as it relates to data and liaising with external stakeholders, trade groups, and other WCB jurisdictions on the topic of data.

Qualifications:

Applicants must possess a post-secondary degree or college diploma, with major course work in computer technology or a discipline related to the position. Must be proficient in structured query language (SQL). Some experience in the use of database systems and database tools is required.

The successful candidate will have a strong analytical background.

Demonstrated equivalencies will be considered and must be articulated in the application process.

Bilingual in both French and English would be considered an asset.

A satisfactory criminal records check is required for this position.

Position Available: Temporary Full-time position
Location: Charlottetown, PE
Salary Range: Level 15: \$28.08 - \$35.14 per hour
Closing Date: **Monday, April 18, 2022 at 4:30 PM**

Applications may be forwarded to the Human Resources Section or wcbhr@wcb.pe.ca

The Workers Compensation Board is committed to providing a safe, healthy and inclusive work environment for all employees and offers hybrid opportunities for remote work based on the operational needs of the position.