The Healthcare Benefit Trust ("HBT") strives to be an industry leader in the effective and efficient delivery of health and welfare benefits. Our core values pursue excellence in the delivery of outstanding customer service by valuing and respecting our employees with a high-performance culture.

POSITION SUMMARY

The Data Gatekeeper is responsible for performing and overseeing data validation as required, documentation of data systems and processes, integrating data from third-party service providers, administering internal databases/data sources, and providing summarized data to support reporting.

MAJOR RESPONSIBILITIES

1. Internal Data Validation:
    a. Oversee and ensure completeness/accuracy of data validation performed internally
    b. Train other departments and develop documentation as required
    c. Develop automated processes/system enhancements to aid in data validation
    d. Manage/validate bulk data change requests. Includes testing and implementation.
2. External Data Validation
    a. Oversee and ensure completeness/accuracy of data provided by external sources
    b. Train other departments and develop documentation as required
    c. Develop automated processes/system enhancements to aid in data validation
3. Oversee the distribution of regular reporting
4. Power BI dashboard administration
5. Ensure data delivery schedules are met. Co-ordinate with internal HBT staff where necessary
6. Co-ordinate data queries between external consultants and internal HBT staff (on an as-needed basis)
7. To be consulted on non-standard internal and external data requests to identify the suitability of available data in the provision of solutions
8. Develop/improve reporting and data management practices/processes to ensure optimal efficiency
9. Seek out opportunities to increase report automation and facilitate timely distribution
10. Identify data quality gaps and develop mitigation strategies
11. Use Business Intelligence tools and data mining techniques as appropriate
12. Ensure proper data integration through interface management/development
13. Transition/centralize all data required for internal and external stakeholders
14. Ensure all reporting and data management design, development, practices, and processes are well documented and communicated to appropriate stakeholders
15. Keep current with technology advancements, with consideration as to their application or appropriateness in benefiting the organization
16. Monitor that services provided to the organization are current, progressive, effective, and cost-efficient, and provide recommendations to the IT Manager to improve operations to continue to meet client expectations and HBT's objectives and standards
17. Conducts special studies, participates in committee work, and performs other related duties that do not affect the nature or level of the job
18. Keeps abreast of new developments in software and hardware and provides recommendations regarding opportunities that would benefit the organization
19. Liaises with staff within HBT to ensure inter-departmental coordination of information, documents, and files.
20. Provides input to the development/modification of systems and procedures and streamlining work processes.
21. Performs other related duties which do not affect the nature or level of the job.

QUALIFICATIONS

Education, Experience, and Occupational Certification

- Bachelor's degree in software development, computer science, business intelligence, information technology, data management, or other related fields
- 3 - 5 years of experience with reporting tools, performance metrics, and business analysis.
- 1 - 2 years of experience in SQL database development. Skill and experience should include:
  - Strong T-SQL database development skills
  - Strong understanding of the features available in SQL Server
  - Reverse engineer SQL code and modify it to solve problems/issues
  - Experience with performance tuning
  - Utilize database documentation best practices
- 1 - 2 years of experience in ETL development
  - Strong understanding of the features available in Microsoft SSIS
- 2 - 3 years of experience in report development
  - Experience using Microsoft analysis and reporting tools (SSRS and/or PowerBI)
  - Good understanding of the report and rendering features available in SSRS and/or PowerBI
  - Experience gathering user requirements
- Experience using Azure DevOps (or equivalent product) for change and release management
- Experience working in an Agile development environment

Knowledge, Skills, and Abilities

- Solid understanding of SQL, reporting services and databases
- Experience using data management/manipulation tools, Business Intelligence tools (Power BI, Business Objects, etc.)
- Advanced-level proficiency with Microsoft Excel, including, but not limited to, complex spreadsheet modeling, and design
- Advanced-level proficiency with Microsoft Word and PowerPoint.
- Strong written and verbal English skills
- Ability to design and implement systems necessary to collect, maintain, and analyze data
- Ability to multi-task, adapt to constantly changing priorities, work well under pressure, and meet deadlines.
- Must be a self-starter with a high motivation level
- Demonstrated process improvement skills
- Ability to diagnose problems quickly and efficiently, use sound judgment in resolving problems, and provide solutions to meet client needs
- Ability to communicate clearly, both orally and in writing; relate effectively with staff at all levels of expertise; provide exceptional client service; and exhibit a professional manner
- Good communication, listening, and interpersonal skills
- Good organizational, time management, analytical and problem-solving skills
- Ability to work independently with limited supervision and function in a team environment
- Ability to interact with all levels of the user community, IT staff, and service providers to accomplish objectives
- Well-developed consultative, facilitation, consensus-building, and conflict-resolution skills
- Well-developed communication, presentation, and interpersonal skills
- Strong organizational, time management, analytical and problem-solving skills
- Ability to work outside of normal business hours as required.

Please apply to this position by e-mailing a cover letter and resume to Gilles deCondappa at HR@hbt.ca
Please also ensure to add the position title (**Data Gatekeeper)** in the subject line of the e-mail.