



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 & Reporting Analyst is responsible for performing data analysis/validation, liaising with stakeholders to assess reporting requirements, and the delivery of regular and ad-hoc reporting to support the company's internal and external data and reporting needs.

MAJOR RESPONSIBILITIES

1. Ensures the delivery of stakeholder reporting by liaising with various business areas and subject matter experts to gather and compile information and participate in the development of reporting processes.
2. Develop value-added standard and ad-hoc reports by compiling, merging, manipulating, and analyzing data from a variety of sources to ensure accuracy and completeness in producing the final report. Investigate, research, and resolve discrepancies when needed.
3. Performs data analysis and validation by reviewing and aggregating large data sets from multiple sources, investigates and reconciles conflicts, decomposes high-level information into details, abstracts up from low-level information to a general understanding, and ensures data accuracy and completeness for reporting. For example, when reviewing and recreating stakeholder-provided analysis before addressing stakeholder queries, the Data & Reporting Analyst would:
 - a. Determine which source data would be required to recreate stakeholder-provided analysis;
 - b. Request data, which may require external stakeholders;
 - c. Apply relevant parameters/filters and/or manipulate provided data to recreate provided analysis;
 - d. Reconcile differences through discussion with providers of data and provider of analysis; and
 - e. Discuss any resulting changes to the required response and then develop the required response.
4. Maintains mapping tables and spreadsheets containing various data sources.
5. Reviews plan design comparison charts used for reporting.
6. Liaises with staff within HBT to ensure inter-departmental coordination of information.
7. Provides input to the development/modification of systems and procedures and streamlining work processes.
8. Performs other related duties that do not affect the nature or level of the job.

QUALIFICATIONS

Education, Experience, and Occupational Certification

- Diploma in business administration or an equivalent combination of education, training, and experience.
- 3 - 5 years of work experience with reporting tools, performance metrics, and business analysis.

Knowledge, Skills, and Abilities

- Advanced level skills with Microsoft Excel, Word, and PowerPoint.
- Solid understanding of data structure, data flow, and superior attention to detail.
- Experience with data management/manipulation tools, Business Intelligence tools (i.e. Business Objects).
- Good knowledge of the healthcare and community services sectors and their employee benefit requirements.
- Good knowledge and understanding of HBT's mandate, operating environment, business objectives, structure, and operations.
- Strong analytical skills and a thorough understanding of interpreting stakeholder needs and translating them into application and operational requirements.
- Ability to diagnose problems quickly and efficiently, use sound judgment in resolving problems, and provide solutions to meet stakeholder needs.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to interact effectively with a diverse group of subject matter experts and staff at all levels of expertise.
- Ability to provide exceptional service and exhibit a professional manner.
- Good organizational, time management, analytical, and problem-solving skills.
- Ability to work independently with limited supervision and function in a team environment with a variety of team members.
- Ability to multi-task, adapt to constantly changing priorities, work well under pressure, and meet deadlines.

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 & Reporting Analyst**) in the subject line of the e-mail.