

Organization: Ministry of Training, Colleges and Universities
Division: Research and Planning Branch
Position Title: SENIOR BUSINESS ADVISOR, INFORMATION AND DATA MANAGEMENT
Job Term: 2 Permanent
Location: 17th Floor Mowat Block, 900 bay Street, Toronto, M7A 1L2, Toronto Region
Compensation Group: Association of Management, Administrative and Professional Crown Employees of Ontario
Salary: \$75,163.00 - \$97,638.00 per annum
Posting Status: Open Targeted
Job Code: 20PEC - Ecomcs Stat Ama Unit PEC20
Schedule: 6
Category: Consulting and Planning
Job ID: 31448

Are you a successful professional looking for an opportunity to take your policy, program and project leadership skills to the next level? If so, consider this exciting opportunity in the Research and Planning Branch where you will provide policy and programs focussed leadership for the design, development and implementation of a range of multi-year, large-scale information and data management initiatives.

You will:

- provide leadership in the planning and management of assigned projects
- develop strategies and statistical techniques to manipulate data in order to meet business information needs
- plan and manage the strategic planning, development and application of various information and data management systems
- manage the policy and programs focussed side of ministry-wide information management initiatives
- provide expertise and advice regarding optimum methods to improve data and information support for policy, decision-making, program analysis and research

What we are looking for:

Technical Knowledge:

- knowledge of data, information management and systems issues and ability to understand requirements related to postsecondary education and skills training
- specialized knowledge of statistical, quantitative and qualitative research to provide expertise in statistical, quantitative and qualitative strategies, research, policy and data analysis

Communication, Presentation, Stakeholder Management Skills:

- superior oral and written communication and presentation skills to prepare and present a range of materials
- well developed networking, stakeholder engagement and management skills to facilitate networking and critical business relationships

Leadership and Project Management Skills:

- proven leadership and project management skills to provide strategic leadership and direction to project teams working on large scale, concurrent projects

Other Related Skills:

- knowledge of procurement and contract management skills to procure services and oversee contractual agreements with service providers

Posting Date: Wednesday, December 1, 2010

Closing Date: Wednesday, December 15, 2010 11:59 pm EST

How to apply:

1. You must apply online by visiting www.ontario.ca/careers. You must enter the job id number in the Job ID search field to locate the job ad.
2. You must show how you meet what we are looking for clearly, completely and concisely. We rely on the information you provide to us.
3. Read the **job specification** to make sure you understand this job.
4. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
5. If you need help applying, contact the Toronto Recruitment Centre at 1-866-994-8808.

Remember: The deadline to apply is Wednesday, December 15, 2010 11:59 pm EST.
Late applications will not be accepted.

Note: We thank you for your interest; however, we will contact you only if we choose you for further screening or an interview.