



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/18

## Senior HR Data Analyst

|                    |   |                     |
|--------------------|---|---------------------|
| <b>Job ID</b>      | <b>380428-1-4838</b>  |                     |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=380428-1-4838">https://careers.indigenous.link/viewjob?jobname=380428-1-4838</a> |                     |
| <b>Company</b>     | Toronto Metropolitan University   |                     |
| <b>Location</b>    | Toronto, ON   |                     |
| <b>Date Posted</b> | From: 2024-04-25  | To: 2050-01-01      |
| <b>Job</b>         | Type: Full-time   | Category: Education |

### Description

#### About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter. The team

The HR Operations and Technology team is part of a group of human resources experts and innovators who contribute to the achievement of Toronto Metropolitan University's strategic priorities. They partner with their clients to create and deliver outstanding practical and strategic human resource solutions, programs and services that enhance workplace culture, engagement and inclusion. They are at the forefront of TMU's HR transformation to evolve and innovate the IT functionality, reporting and analytics and they are committed to creating seamless processes for record keeping, payroll, TMU's employee web-based applications and more.

#### The Opportunity

We are looking for 2 Senior HR Data Analysts to join our team and develop a comprehensive & forward-looking view of TMU's workforce data from different source HR applications, to support HR transformation initiatives, HR operational maturity and organizational growth. In this role, you will collaborate with HR Centers of Expertise (COEs) and clients across the organization to solicit feedback and translate HR related data requirements into meaningful information, reporting, metrics and strategic insights, that can be utilized to create compelling workforce stories that inform leaders and drive strategic people related decisions and enhancements to strategic workforce planning process, mitigation strategies & methodologies. You will review, update, and improve people analytics and reporting, tools and best practices in an effort to provide reliable resource capacity, utilization, and forecast information for the University. Other responsibilities include:

- Championing strategic workforce management platforms, overseeing implementation and optimization for enhanced analytics insights. Driving continuous improvement of best practices, collaborating with teams for alignment with organizational goals
- Managing and ensuring timely completion and submission of complex and critical legislative reporting requirements within established deadlines, which have high associated risk at an organizational level.
- Meeting client needs for regular, cyclical and ad hoc reporting by running SQL reports and translating into user friendly final formats while developing solutions to enable greater self service access to data for clients while prioritizing privacy and security considerations.
- Independently conducting research on established and emerging industry practices and making recommendations for appropriate application to the HR data and analytics portfolio.
- Acting as the Administrator and expert user of all human resources data sources within existing HR tools and systems, the lead developer for key workforce planning dashboards, and the subject matter expert on leading data tools and statistical approaches to analysis.
- Independently leading complex initiatives, liaising with stakeholders external to and internal to HR, Subject Matter Experts and other unit team members; coordinating and participating in the planning and implementation of workforce planning and data integrity projects.
- Translating business requirements into functional specifications and working with technical developers to implement desired outcomes for complex data extraction from HR systems of record. Understanding the in-depth integration between the University and all related HCM system and data platform functionalities
- Planning, implementing and maintaining foundational technology components which enable HR's data strategy (e.g. databases, interfaces) in partnership with IT.

#### Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of post-secondary degree in Information Technology Management, Computer Science, Human Resources program, or in a related field,

combined with subsequent formal technical training that includes Enterprise Resource Planning (ERP), Human Capital Management (HCM) utilities (e.g. SQL, PeopleSoft Tree Manager, Security, Process Scheduler, PeopleTools, Application Engine and SQR and/or other cloud HCM).

- A minimum of five to eight (5-8) years of related data analyst experience, encompassing documenting HR data requirements, conducting comprehensive data analysis, identifying trends, risks, and opportunities, and delivering actionable recommendations to optimize workforce performance, retention, and engagement. Experience should also include developing operational and analytical reports utilizing Peoplesoft data, providing strategic insights into workforce dynamics, and supporting informed decision-making.
- Three to five (3-5) years working with data in ERP HCM in a complex operating environment.
- Three to five (3-5) years of experience in stakeholder collaborations, designing, and developing solutions within HR systems, workforce data analysis, data visualization, statistical modeling and forecasting, and proficiently developing executive dashboards to cater to diverse stakeholder groups.
- Demonstrated project management skills & knowledge of project management methodologies, with the ability to collaborate with cross-functional teams to ensure alignment with project objectives.
- Excellent, well-developed, analytical skills to consider and balance functional requirements against technology constraints and the ability to conceive of alternative approaches.
- Competent in data mining, collection, and reporting techniques to compile, analyze, and interpret statistical data, identifying key trends, issues, risks and to produce actionable insights.
- Knowledgeable in designing and developing database models to create customized data reporting and analysis tools.
- Strong command of database software tools, including Excel and Access for data management, SQL for database querying, and visualization tools such as MS Power BI, Tableau, and Google Data Studio.
- Proficiency in SQR, PeopleCode, and PeopleTools, covering Query, Process Scheduler, Component Interface, Application Designer, Data Mover Scripts (DMS), and Workflow.
- Extensive experience in creating Security trees within PeopleSoft or other ERP HCM systems, along with expertise in writing comprehensive test scripts.
- Excellent oral communication and presentation skills to effectively convey complex information to a variety of stakeholders. Ability to discuss technical issues with non-technical people and business issues with technical people; Ability to translate highly technical concepts and information into a format which is easily understood by a variety of audiences.

#### Additional Information

Position Number(s) 10001129, 10001249

Reports To Manager, HR Technology

Department Human Resources

Vacancy Type FTCE

Employee Group MAC

Work Location Hybrid

Start Date ASAP

End Date N/A

Hours of Work 36.25

Grade C51

Salary Scale \$75,120 - \$119,996

Hiring Salary Range -

TA Specialist -

Posting Date April 24, 2024

Application Close Date May 8, 2024

#### Additional Notes:

- An equivalent combination of education and experience may be considered.
  - Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.
  - Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
  - We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.
- As part of the selection process, candidates may be required to complete an occupational assessment. Applications will only be accepted online through Toronto Metropolitan University's career site. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please submit your request through the AskHR webform. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Senior HR Data Analyst