



# 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.Links 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

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## Stewardship and Reporting Analyst

<b>Job ID</b>	<b>543443600-1649</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=543443600-1649">https://careers.indigenous.link/viewjob?jobname=543443600-1649</a>	
<b>Company</b>	Suncor	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2019-03-19	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Resource Sector

### Description

LOCATION: Calgary, Alberta (CA-AB)

JOB NUMBER: 27685

Why you should join us: Do you have a willingness to adopt new approaches and methods as part of reporting process improvements? Are you someone who can provide high quality and accurate analyses of analytical reporting? We have an opportunity for you to work closely with the Stewardship Team Lead to extract data from various tools to provide insights. You will be responsible for working with leadership to produce accurate stewardship reports in alignment with reporting templates and metric definitions, while working in conjunction with colleagues to analyze and validate data and present it in relevant formats. You will use your expertise to:

- Provide Environment, Health and Safety (EH&S) Stewardship reports to different leadership teams and provide back-up support to other stewardship analysts supporting other business areas within Suncor
- Become a super user for our Incident Management tool reporting (Enablon)
- Work with the other Operational Reporting team members to improve the processes, procedures and tools used to perform stewardship activities and undertake specific projects deemed necessary based on the team goals
- Manage the continuous improvement of relevant processes, metric definitions, and reporting delivery methods; complete ad hoc analysis and reporting as required
- Compile the required data for reporting and complete ongoing analysis and management of the data used (complete QA/QC on data submitted by the business units); understand the trends and underlying issues
- Provide mentorship support to internal partners pertinent to your specific business area and address ad hoc requests for analysis, while reviewing key components of the request, and you present such data in a manner to assist management in deciphering changes and trends and the need for action (based on each request's details)
- Undertake projects (between stewardship reporting periods) as assigned to support the implementation of robust processes and/or new tools to address identified risks and opportunities within Operational Reporting

We'd like to review your application if you have:

Must-haves (minimum requirements):

- A post-secondary education and three years of relevant experience
- Strong proficiency in Microsoft Office, including Excel formula and pivot table functionality
- The willingness to become an expert in the use of Enablon incident database module and E-tracker software
- The ability to work internally and externally with other teams to meet common objectives and you are willing to assist others to build their understanding of processes, tools, metrics, etc.
- Alignment with our values of: safety above all else, respect, raise the bar, commitments matter and do the right thing

Preference for:

- Business process knowledge and/or understanding of incident and injury classification

Where you'll be working, your work schedule, and other meaningful information:

- You will work out of our Calgary head office, located in the Suncor Energy Centre at 150 6th Ave S.W.
- Hours of work are a regular 40-hour work week, Monday to Friday
- You will spend long hours utilizing a computer in an office environment
- There will be regular periods of tight deadlines every month lasting 5-7 business days

Why Suncor: We are Canada's leading integrated energy company with a business portfolio that includes oil sands development and upgrading, offshore oil and gas production, petroleum refining, and product marketing under the

Petro-Canada brand. Our global presence offers rewarding opportunities for you to learn, contribute, and grow in a variety of career-building positions. We live by the value of safety above all else – do it safely, or don't do it. Our strong track record of growth and a focus on sustainability mean tremendous potential for the future. Learn about our mission, vision and values. In addition to rewarding job opportunities, we offer an attractive employee package, including:

- Competitive base salary, compensation programs, and an annual incentive program
- Flexible benefits package
- Rewarding pension and savings plans

Stay connected to us:

- Follow us on LinkedIn, Facebook and Twitter for the latest job postings and news
- Join our Talent Community and sign up to receive customized job alerts
- Read our Suncor Connections newsletter to see what we're doing in the communities we live and work in

We are an equal opportunity employer and encourage applications from all qualified individuals. We are committed to providing a diverse and inclusive work environment where every employee feels valued and respected. We will consider accessibility accommodations to applicants upon request. Please note that our job postings are typically open for two weeks, so don't delay, apply now. JOB CATEGORY: Business Professionals

For more information, visit [Suncor for Stewardship and Reporting Analyst](#)