

# Corporate Analyst

## Job Description

<b>Reports to:</b>	<b>Data Analytics &amp; GIS Team Leader</b>
<b>Sub-division:</b>	<b>Strategy, Communications &amp; Analytics</b>
<b>Team:</b>	<b>Data, Analytics &amp; GIS</b>
<b>Date Updated:</b>	<b>2026</b>

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**Job Scope:** The Corporate Analyst is responsible for analyzing data and leveraging business expertise to support strategic plan delivery, continuous improvement, and data driven decision making at the Town. The role supports organizational excellence initiatives, system process reviews, and change management, while collaborating across departments to deliver effective solutions and generate actionable insights with data and information.

**Key responsibilities of the job are as follow:**

### 1. General responsibilities:

#### Corporate Performance & Strategic Analytics

- Support the development, implementation, and continuous improvement of corporate performance reporting framework including dashboards, scorecards, and KPIs to ensure consistent, reliable measurement of organizational priorities;
- Conduct analysis to identify performance drivers, risks, opportunities, and emerging issues;
- Translate complex data into actionable insights, supporting evidence-based decision-making through analysis, briefing materials, and recommendations;
- Support the preparation of summaries and presentations for varying audiences up to Council;
- Evaluate the effectiveness of performance measures and reporting approaches, identifying gaps and recommending enhancements aligned with corporate priorities and service outcomes;

#### Data Governance, Quality & Reporting Standards

- Partner with business centres or teams to identify and resolve data quality issues, and improve data structures, accessibility, and integration to support consistent, reliable analytics and reporting.
- Establish and maintain data governance practices for performance reporting, including data definitions, documentation, and lineage to ensure transparency and consistency;
- Monitor and validate data quality to support reliable reporting and analysis;
- Develop and uphold corporate reporting standards, including naming conventions, metric definitions, and visualization best practices;
- Document assumptions, methodologies, and limitations to ensure reproducibility of reporting;

#### Business Analysis & Process Improvement

- Analyze business requirements and translate them into data, reporting, and system solutions that support programs, policies, and performance measurement;
- Document current and future state business processes, identify standardization and automation opportunities, and support system design decisions aligned with ERP or system implementations.
- Assess and quantify process performance to identify opportunities for improvement;

- Maintain an end-to-end perspective of business processes, associated metrics, and reporting outputs, considering impacts to stakeholders and service delivery.

### **System Support & Implementation**

- Support ERP readiness and implementation by contributing to data mapping, data cleanup, migration validation, and business process documentation to ensure accurate and consistent system design.
- Partner with IT to design, implement, and enhance systems, data integrations, and reporting tools that support corporate analytics and performance reporting;
- Configure, test, and implement system and business process changes, ensuring impacts to data, metrics, and reporting are validated;
- Research and evaluate system and analytical capabilities to support Finance, HR, and corporate reporting strategies.

### **Strategy, Planning & Organizational Support**

- Support organizational excellence initiatives by developing and monitoring performance measures aligned with corporate and business centre plans;
- Conduct analysis to inform strategic initiatives, planning, and policy development;
- Utilize and maintain corporate systems to support integrated planning, reporting, and analysis.

### **Collaboration & Communication**

- Facilitate working sessions to clarify requirements, define performance measures, and align on data, reporting, and process expectations.
- Use data and analysis to communicate insights, risks/gaps, and recommendations to support improved decision-making.
- Guide business centres in adopting corporate data standards, performance measures, and reporting practices to ensure consistency and alignment.
- Champion a culture of continuous improvement through performance measurement, outcome tracking, and evaluation.

### **2. Other responsibilities:**

- Ensure compliance with OH&S, Town Standards and Administrative Guidelines;
- Projects and initiatives as assigned.

### **Qualifications and required skills:**

- **Education:** Equivalent to completion of a University (bachelor) program involving acquisition of an advanced understanding of complex concepts and procedures. This training is often recognized by a degree in Business, Finance, Economics, Information Technology or related field.
- **Experience:** 3 or more years progressive work experience specifically in corporate analytics representing continuous learning. Municipal environment experience preferred.
- **Skills:**
  - Strong communication, presentation and facilitation skills.
  - Effective priority setting, organization, and project coordination abilities.
  - Strong analytical thinking and business acumen to support decision-making and challenge assumptions using data.
  - Experience with business intelligence and data visualization tools (e.g., Power BI), advanced data analysis techniques, and enterprise systems (e.g., ERP, budgeting, or HRIS platforms).