

Job Posting

Data Management Specialist

The Sinneave Family Foundation (Sinneave) – Background

The Sinneave Family Foundation is a Calgary based charitable operating foundation dedicated to improving the transition to adulthood for individuals with autism. At Sinneave we work with individuals, families, communities and across systems to improve outcomes in education, employment and independent living.

Job Description

We understand the value and role that data plays in developing promising practices, building capacity and influencing policy. Sinneave is seeking an experienced individual who brings a successful track record of overseeing organizational data collection, quality assurance as well as building and training others on new databases. As the Data Management Specialist, this person will offer thoughtful analysis and will create products (dashboards, snapshots, etc.) that utilize data for a variety of internal and external audiences.

This is a full time position and pay is commensurate with job requirements within a scale. Qualifications will be taken into consideration.

Qualifications:

- Minimum Baccalaureate level degree in a relevant field, preferably health or social sciences
- Minimum 5 years' experience in the management of data evaluation projects and platforms
- Experience supporting operations through coordination, training and implementation of data collection and organization processes
- Proficiency in the development, refinement and analysis of data (including basic statistical analysis skills) and databases
- Proficiency in the use of a variety of software applications including Microsoft and Adobe Suites and REDcap
- Minimum 3 years' experience writing and creating original content that translates data into easily understandable materials (e.g. data visualization materials such as infographics, dashboards, etc.)
- Demonstrated ability to simplify large amounts of data, identify data patterns and relationships and monitor changes in variables over time
- Excellent interpersonal, oral and written communication skills

Accountabilities:

- **Data Management Oversight**
 - Provide oversight and leadership to manage all data on databases within REDCap and all other data software products used by Sinneave
 - Senior technical support for REDCap
 - Manage all new database development including implementation, validating systems, data requirements gathering and testing
 - Assist with ongoing data architecture processes and governance
 - Maintain and oversee databases for programs and services including the required operational processes that support them
 - Guide implementation and training for new data collection processes
 - Train and support database super users to extract data and produce reports for key stakeholders
 - Provide support for evaluation by working with teams to clearly define and prioritize data queries

- Conduct data analysis and create necessary reports
 - Oversee data quality and reporting reliability
 - Ensure information management compliance with regulatory and ethics requirements
 - Identify and manage data implications during organizational change
- **Data exchange**
 - Lead the development of dashboards and other tools to monitor key organizational metrics and outcomes intended for a variety of audiences
 - Monitor deliverables and report monthly on the performance and outcomes of the data collected against the strategic goals with progress reports and recommended actions
 - Design and create infographics and other data visualization materials to support information sharing efforts

Sinneave is an inclusive employer that is open and flexible in its thinking and approach to recruiting. We encourage all qualified candidates to advise us of their particular needs or preferences as it relates to the interview and assessment process for this role.

Please send applications electronically to:

Norm Lepitre, Director of Administration and HR
Norm.lepitre@sinneavefoundation.org

Or by mail or fax to:
The Sinneave Family Foundation
Suite 300, Child Development Centre
3820 - 24 Ave NW
Calgary, AB T3B 2X9
Fax (403) 284-9298
sinneavefoundation.org

Application Deadline: When the position has been successfully filled.