

Apply By: Wednesday, December 6, 2023 11:59 pm EST

Job Information

Manager, Data Management and Reporting

Organization:

Ministry of Education

Division:

Education Quality and Accountability Office

City:

Toronto

Language of Position(s):

English

Job Term:

1 Temporary contract/assignment up to 24 months

Job Code:

M1104H - Administrative Services71

Salary:

\$90,348.00 - \$137,895.00 Per Year

Understanding the job ad - definitions

Posting Status:

Open

Job ID:

207250

Are you an accomplished data professional in your field? Are you looking for a new challenge? Consider this exciting opportunity with the Education Quality and Accountability Office (EQAO).

We are looking for an expert in data management, analysis and visualization to lead the development and delivery of data and reporting services in support of EQAO's province-wide educational assessment programs.

Join a dynamic team of passionate professionals committed to transforming the future of Ontario's education system!

About Us:

The Education Quality and Accountability Office (EQAO) ensures the provision of clear, accurate and relevant information on the quality of education in Ontario. EQAO leads and implements comprehensive student assessment programs and supports research strategies for enhanced learning for students across the province.

OPS Commitment to Diversity, Inclusion, Accessibility, and Anti-Racism:

The OPS is an innovative, responsive and accountable public service that works hard to be diverse, anti-racist, inclusive, merit-based, and equitable. Diversifying leadership is a top priority for the OPS. Our goal is to achieve parity with the Ontario labour force by 2025 for the most under-represented groups (Indigenous, racialized and persons with disabilities) on our leadership teams.

The OPS invites all interested individuals to apply. As an organization that promotes equity and diversity, the OPS encourages applications from Indigenous, Black, racialized individuals, and persons with disabilities.

The OPS is an accessible employer and we offer accommodation in all aspects of employment, including the recruitment process.

Visit the [OPS Anti-Racism Policy](#), the [OPS Diversity and Inclusion Blueprint](#), and the [Multi-Year Accessibility Plan](#) to learn more about the OPS commitment to advancing racial equity, accessibility, diversity and inclusion in the public service.

What can I expect to do in this role?

Create the Work Environment

In the Ontario Public Service, we hold our leaders to the highest standards, expecting them to embody authenticity, accountability, and courage in every action and decision. It will be your responsibility to create a work environment and team culture that ignites innovation, nurtures collaboration and champions inclusivity by creating a diverse, anti-racist and accessible workplace that is free from discrimination and harassment. By aligning your choices with these values, you will create a vibrant work environment where every individual can thrive.

Deliver on Business Goals and Priorities

Your leadership will be crucial in guiding the team towards the achievement of its business goals. It will be your responsibility to inspire and motivate your team to deliver their best performance and align the team's daily actions with the strategic vision of the ministry.

In this role, you will:

- Provide strategic oversight and organizational leadership for the conceptual design, development and implementation of data collection and measurement instruments, data management, statistical analysis, data reporting and communication of the results of province-wide educational assessments.
- Lead the development of the strategic/business plans for the delivery of EQAO instrument design, development and assessment, and data collection, management and reporting operations.

- Lead analytic projects to review and identify strategies, innovative approaches and best practices for large-scale education assessment and school improvement measures.
- Provide technical leadership and direction on data analytics and visualization activities, as well as statistical and psychometric analysis and data science/trends.
- Deliver data literacy training programs and materials for field implementation to schools, school boards, academic institutions and education partners.
- Mobilize the interpretation, understanding and use of EQAO data in meaningful ways to support education program development and delivery.

How do I qualify?

Strategic Leadership and Management Skills:

- You can lead, mentor and motivate a high performing team to achieve high quality and timely results
- You have demonstrated leadership skills to oversee the planning, development and implementation of program delivery, research, outreach and analysis work of the unit.
- You have project management experience to lead the end-to-end delivery, coordination and management of EQAO data and reporting operations.
- You can analyze and problem solve operational and service delivery issues, identify solutions and opportunities to effectively support business initiatives, and recommend improvements to data processes and infrastructure
- You have experience with operational management, including financial planning, budgeting as well as managing workload and human resources

Technical Knowledge:

- You have knowledge of current educational policies and research
- You have knowledge of large-scale educational assessment, statistical and psychometric measurement theories, practices, and methods
- You have excellent knowledge of modern data science, reporting and data visualization practices to advance research and insights

Data Management and Analytical Skills:

- You have expert knowledge of data management models and operations, statistical and psychometric analysis/audit/data validation and verification systems/processes and data reporting services
- You have knowledge of data management/analysis systems and practices related to data sharing and information disclosure to effectively share data sets with partner organizations
- You have knowledge of evaluation methodologies for analyzing relationships between and among different data types

Communication and Stakeholder Management Skills

- You have strong interpersonal and negotiation skills to build productive relationships and networks across a variety of key stakeholders and senior education officials
- You have a high degree of judgement and political acuity to deal with highly visible, complex and politically sensitive issues.
- You have demonstrated superior written, oral and interpersonal communication and reporting skills to present on technical subjects using a variety of communication products
- You have excellent presentation and briefing skills to effectively convey technical information to a variety of audiences and gain support for key initiatives.

Additional Information

Address:

- 1 English Temporary, duration up to 24 months, 2 Carlton St, Toronto, Toronto Region

Compensation Group:

Management Compensation Plan

Understanding the job ad - definitions

Schedule:

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Category:

Management and General

Posted on:

Wednesday, November 22, 2023

Note:

- T-EU-207250/23

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. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment services team will contact you within 48 hours.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is **Wednesday, December 6, 2023 11:59 pm EST**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Ontario Public Service is an inclusive employer.
Accommodation is available under the [Ontario's Human Rights Code](#).**