

Senior Analyst & Project Manager (1-Year Mat Leave contract)

Are you:

- ✓ Highly Curious - an analytical and systems thinker?
- ✓ Able to translate and communicate findings into key operational insights?
- ✓ Motivated to make a difference in people's lives?

The RHRA is seeking candidates for the role of **Senior Analyst & Project Manager** who will, in consultation with the Director, Regulatory Affairs, further the organization's implementation of two key initiatives:

1. **Data Analytics:** play a hands-on specialist role in moving the organization towards data-driven, evidence-based decision-making, through appropriate gathering, analysis and reporting of data.
2. **Operational Risk Control:** act as a project manager for the implementation of methodologies by developing and maintaining relevant protocols and, overseeing and reporting on assigned projects.

This is a unique role where the successful candidate will have the opportunity to help entrench innovative ways of operating into a relatively new regulatory organization. Amongst other responsibilities, the successful candidate will:

- Plan, implement, evaluate and refine the organization's overall business intelligence, analytics, and operational risk control strategies.
- Employ best practices in research, analysis and consultation with stakeholders to understand cause and effect, identify emerging issues and problems, provide insights on operational processes, and to support evidence-based decision-making.
- Collaborate with management, IT and team members to develop and implement processes for the operational risk control program and, regarding data and systems governance.
- Lead or participate in project groups, including project planning and maintenance, strategy development, metrics development, execution and evaluating effectiveness of selected risk control strategies.
- Provide integrated analytical summaries and compelling reports to inform decisions, status or where changes in direction are required.

Minimum Qualifications:

- Advanced education in Business Administration, Statistics, Engineering, Informatics or other relevant discipline; and 3 to 5 years of practical experience in business analysis and processes, or a combination of equivalent education and experience.
- Previous project experience both as leader and team member.
- Certified Business Analysis Professional (CBAP) designation considered an asset.
- Project Management Professional (PMP) considered an asset.

Required Competencies:

- Ability to quickly learn and fully understand RHRA's business.
- Exhibited business acumen in understanding cross-functional processes, requirements, and relevant information flows.
- Highly curious with exceptional conceptual and analytical thinking and problem-solving skills.
- Strong written and verbal communication skills.
- Strong consensus and agreement-building skills.
- Demonstrated initiative to drive analytics work and project work.
- Excellent knowledge and experience in research methods and business process modeling tools and techniques.
- Excellent knowledge and experience with project management methodology.
- Advanced computer proficiency and the expert ability to manipulate data, and partner with technical staff.
- Ability to exercise a high level of professionalism and discretion with confidential and sensitive information.
- Exceptional organizational and time management skills.
- Self-directed, motivated and proven ability to work independently to produce complex program documentation deliverables for the organization, most times from scratch.

Other Requirements: Satisfactory Professional and Criminal Reference Checks.

Location: Toronto, ON
Status: Full-time, 1-Year Contract
Salary: Commensurate with level of experience

*Interested candidates may submit their **cover letter and resume** to careers@rhra.ca by **March 31, 2016**.*

About RHRA

The Retirement Homes Regulatory Authority (RHRA) has the mandate to license and inspect Ontario's more than 700 retirement homes where 40,000 seniors live. The RHRA is an agent for positive change, by working with the retirement homes sector to increase the protection, safety and well-being of our aging population.

The RHRA administers the Retirement Homes Act, 2010, which involves licensing homes, educating licensees, consumers and the public about the standards regulating retirement homes. The RHRA's guiding principle is that a retirement home should be a place where residents live with dignity, respect, privacy and autonomy, in security, safety and comfort and can make informed choices about their care options.

RHRA has a diverse workforce and is an equal opportunity employer. We thank all applicants. However, only those under consideration will be contacted.