



**Regular Full-Time
DATA ANALYSIS SPECIALIST
POSTING #SS2025-016**

MANDATE:

Reporting to the Children's Services Manager, the successful incumbent will provide research, data analysis, database design and other services to support the Early Years sector and Social Services department. They will also be responsible for the collection, analysis and interpretation of data; including financial and policy related. Incorporates data into Early Years and other social services planning and delivery as well as develop evaluation methods, measurement tools, implementation and service planning for the Early Years sector. Collaborate and build positive working relationships across the Social Services department, with local boards of education, community partners and the broader community. Builds capacity, awareness and understanding of Early Years research among community partners and promotes use of research and evaluation findings in evidence-informed decision making.

QUALIFICATIONS:

Minimum three year post-secondary diploma/degree in mathematics, sciences, economics, data analytics, business administration or related field as well as a minimum of 1-2 years' experience using qualitative and quantitative research methods. Work experience in data collection from a variety of sources and providing in depth research, analysis and interpretation of various types of data in the early years sector and broader human services sector. Must be proficient with computer software application, mapping, GISs, statistical analysis software as well as advanced use of Microsoft Office. Strong skill set in data retrieval and data integrity processes. Demonstrated ability to provide analysis of data and deliver information in a professional manner through strong written reports and presentations. Demonstrated experience in research and interpretation of data. Comprehensive knowledge of the early years sector community partners. Must have strong organizational skills. Excellent interpersonal, organizational, project management, business processes and communication skills as well as strong customer service skills with the ability to use tact and diplomacy on confidential and sensitive matters. Must be willing to travel to locations inside and outside the municipality.

This position is evaluated at Level 8 (\$32.91- \$39.29) per hour of the 35 hour 2025 OPSEU Salary Grid. Ability to work flexible hours including some evenings and weekends depending upon the needs of the community. **Starting approximately December 15, 2025**

What we offer: Competitive compensation, paid time off, Ontario Municipal Employers Retirement System (OMERS) pension plan, health, dental and life insurance benefits, wellness benefit, Employee Assistance Plan (EAP), training, and development opportunities.

The Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal and you meet the position qualifications outlined above, please submit your application by selecting "apply link" on our website. **We look forward to receiving your application no later than Wednesday, November 19, 2025.**

When submitting your application, please ensure your cover letter, résumé and any other related documents are submitted in one file preferably MSWord (.doc or .docx) or Adobe (.pdf). The file name should include your name and the job posting number (example: Jane/John Doe SS2025-016).

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Note: Personal information collected from applications is collected under the authority of the Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.