

**DATA & SYSTEMS
ANALYST**

Issue Date:	June 8, 2022
Revised Date:	
Approved by:	PAM MARSON, PRESIDENT & CEO

<u>JOB LEVEL</u>	LEVEL 3
<u>TYPE</u>	PERMANENT FULL-TIME
<u>REPORTS TO</u>	Manager, Information Services & Development

POSITION DESCRIPTION

The Data and Systems Analyst is responsible for assessing business needs and turning those into cost effective technology solutions that align with the company's values and strategic direction. In addition, the Data and Systems Analyst will be responsible for taking raw data and placing that data into a format that provides information and insight to support business decisions.

KEY RESPONSIBILITIES:

- Analyze, design and document system requirements for application enhancements and projects to deliver business requirements.
- Meet and coordinate with internal and external stakeholders to establish project scope, system goals, and requirements
- Translate highly technical specifications into clear non-technical requirements and vice versa.
- Creation and maintenance of products and pricing in insurance systems
- Administer the company's back office systems
- Preparing reports for the organization stating trends, patterns, and predictions using relevant data
- Provide data extraction and analysis from company data sources
- Create and maintain reporting in company analytics tools
- Define and coordinate the execution of testing procedures, and develop test cases to serve the overall quality assurance process
- Liaison with internal and external stakeholders
- Other responsibilities as assigned by direct Manager or VP.

QUALIFICATIONS, EXPERIENCE and KEY SKILLS

- Completion of relevant post-secondary degree/certificate.
- Minimum three years' experience performing systems analysis or equivalent role.
- Experience installing, configuring, documenting, testing, training, and implementing new applications and systems
- Proven ability to assess business needs and translate them into relevant solutions
- Knowledge of data visualization software like Tableau, Qlik
- Advanced analysis and problem solving skills and ability to prioritize a busy workload.
- Demonstrated experience with extracting and analyzing data from various sources
- Excellent communication skills, with the ability to communicate in a clear and concise manner both business and technical requirements.
- Good leadership skills to provide support and guidance to team members.

- Demonstrated ability to work collaboratively in a team environment.
- Knowledge and experience in insurance industry is considered an asset.
- Previous experience with a policy administration system is considered an asset.

ADDITIONAL JOB REQUIREMENTS

Some travel may be required.