

## Business Analyst

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Phone :

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### Job Summary

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# Intellectual Property Ontario

Vacancy :

Deadline : Jul 19, 2024

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Employment Status : Fixed Term Contract

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

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**Intellectual Property Ontario (IPON)** is a new provincial agency that will serve as a go-to resource for Intellectual Property (IP) expertise to help researchers and companies maximize the value of their IP, strengthen their capacity to grow and compete in the global market.

Location: This is a hybrid opportunity within Ontario. We have offices in both Kitchener and Toronto where the team meets to collaborate and on an as-needed basis.

Employment type: This is a **1-year fixed-term contract** role.

The **Business Analyst** will develop, analyze and maintain IPON's key performance indicators (KPIs) to communicate the agency's impact and value for money.

### **Responsibilities:**

- Define and support the agency's KPIs to define IPON's impact, value for money, and how IPON is creating value for clients and in the broader economy
- Act as the point person for all metrics, KPIs, and data tracking, including reporting requirements to Ministries, programming, education, post-secondary education, partners and other organizational wide metrics
- Gain a strong understanding of the assets IPON protects and how to measure the impact and value creation
- Collaborate with stakeholders and internal experts to gather performance measurements and information required to define and track KPIs
- Create and maintain tools required to track and update metrics, present dashboards, and forecast information required
- Lead the preparation of reports, data insights and visualization
- Create regular and ad hoc reports to conduct statistical analysis, identify trends, keep track of progress against targets, and escalate to Leadership as required
- Assist leaders in the development, execution and establishment of IPON's data vision, strategies and roadmap
- Perform data analysis, modelling, and development activities that support strategic initiatives and priority analytics projects across IPON
- Identify opportunities to improve system and business process to optimize service delivery and meet data needs
- Work with data users across IPON to define, evaluate and recommend data solutions based on analytics requirements
- Ensure the application of data and information management standards and policies

### **Qualifications:**

- Degree in statistics, business, economic, data analysis or a combination of education, experience and training deemed equivalent
- 3+ years of data analysis experience in a business environment
- Very comfortable working with data and producing reports and findings for non-technical users and leadership
- Hands-on experience with databases, business intelligence and reporting using analytical tools
- Experience with data modelling and reporting tools such as PowerAutomate, PowerBI, or Visio
- An understanding of IP and/or the public sector is an asset
- Proficient with writing and interpreting business requirements and understanding specifications, data models, functionality and design of data sources
- Knowledge of relevant legislation, regulations and data governance guidelines, in particular of data privacy policies and data quality concepts applicable to IPON
- Ability to work independently as well as collaboratively with cross-functional teams and stakeholders in order to gather required information
- Ability to work with various data points and information and synthesize in an understandable way
- Ability to produce accurate analysis employing data profiling, cleaning, and modelling methodologies and write complex queries and functions to performance analysis and comparisons
- Strong consultation, relationship management, communication and presentation skills to respond to requests, prepare reports and presentation material, and communicate complex data

The annual salary range for this role is \$77,731 - \$105,070 plus benefits and pension.

### **Sounds like you? Join our growing team today!**

Intellectual Property Ontario is committed to the core principles of the Accessibility for Ontarians with Disabilities Act (AODA), 2005 (<https://www.ontario.ca/laws/statute/05a11>): dignity, independence, integration and equal opportunity. Our goal is to ensure that all Ontarians can access our services and information when and how they need them, without barriers.

If you require any assistance or accommodation alternatives during the recruitment process, please contact us at [hr\[at\]ip-ontario.ca](mailto:hr[at]ip-ontario.ca)

*Une version française est disponible sur demande.*

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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