

*The Authority is a leader in providing quality, safe, secure, sustainable and affordable air transportation services to the airport's customers and communities and be a driver of economic growth within Canada's Capital Region.*

Finance and Corporate Services is accepting applications for the position of **Manager, Business Information and Analytics**.

Reporting to the Vice-President of Finance and Chief Financial Officer, the Manager, Business Information and Analytics is responsible for managing information reporting and analysis services primarily within the Finance team. The position provides leadership and direction to ensure the effective implementation of departmental information strategies, business plans, projects, standards and processes. In this role, you will primarily support the Finance Team from a reporting, analytics and insights perspective; however, the role will look at opportunities across all business units. As a member of the Finance Team, this position participates in planning and decision making activities related to business information and business analysis. The Manager will understand the requirements of employees within the department and then works with the various teams to design, integrate and implement appropriate systems which can then be leveraged for actionable and consumable insights.

**Essential functions:**

- Provide support and lead optimization initiatives for the SAP Business By Design solution and to new and existing financial management information systems (MIS);
- Provide leadership and direction in developing, prioritizing, implementing and monitoring information and analytic plans and strategies and related change management implications;
- Provide leadership in the application of project management discipline for financial business information initiatives;
- Collaborate and partner to ensure financial information reporting and data analysis functions are integrated and responsive to business requirements and are delivered in a timely fashion;
- Provide leadership and focus on business driven enterprise data reporting initiatives using SAP and Tableau;
- Design, generate and enable the distribution of regular and ad hoc management reports in an accurate and timely manner;
- Perform data analysis and generate reports for operational purposes and Board of Directors and related Committees, collective bargaining and other confidential purposes on a periodic basis;
- Provide strong reporting and analytical information support to the management team;
- Provide and implement recommendations to update current MIS to improve reporting efficiency and consistency;
- Develop, implement and review business analytics processes to ensure compliance to policies, standards, regulatory requirements and ensure mitigation of risks;
- Analyze business information to identify process improvements for increasing business efficiency and effectiveness;
- Provide direct support and coaching to the organization on best-practice uses of data and analytics using the Tableau analytics platform and assist users in finding appropriate data sources;
- Drive the standardization and enhancement of data metrics and KPIs leveraging business process, data knowledge, and reporting tool design practices;
- Drive accuracy and consistency in data and reporting across the organization;
- Act as subject matter expert on behalf of the business, anticipate user needs, and monitor data quality and completeness on behalf of user constituents;
- Document and maintain business data definitions (metadata management) and provide end users training on the Tableau analytics platform, data and metadata;
- Determine and analyze business information requirements for data, reports, analyses, metadata, training, data quality, and services levels;
- Develop MIS documentation to allow for smooth operations and easy system maintenance; and
- Other business information and analytics initiatives, as required.

The successful candidate must have a strong ability to communicate effectively both orally and in writing, possess excellent customer service skills with the ability to understand and meet client needs. He/she must have strong attention to detail, be quality focused, be organized, possess the ability to manage time and prioritize work. He/she must be a self-starter, collaborative, highly adaptable and flexible, demonstrate assertiveness and be innovative.

The successful candidate will be accountable, possess information monitoring and decision making abilities. He/she will possess a strong visual analytic skillset and have a proven ability to adapt to new technologies, build and work with databases and data sources. These abilities, as well as a positive attitude and a professional and collaborative nature, will ensure success in building strategic working relationships, as a trusted partner, in a team environment.

Qualifications for this position include:

- Bachelor's Degree in Commerce, Management, Computer Science or related field;
- CPA or MBA;
- 5-8 years' experience in business and information management/analytic environment;
- Excellent knowledge with MS Office software (Outlook, Word, Excel, PowerPoint and MS Project), financial ERP and information databases;
- Experience in corporate performance reporting tools and KPI analysis;
- Working knowledge of Business Analytic tools and designing and implementing reporting solutions; and
- Strong oral and written communications skills in English.

The following will be considered as assets:

- Experience in technical and user requirements of the Tableau analytics platform;
- Experience with VBA and SQL;
- Experience with SAP Business By Design;
- Working knowledge of Transportation/Aviation Services sector; and
- Bilingualism (English and French).

Candidates must successfully complete a security clearance check for an airport Restricted Area Identification Card (RAIC).

Interested candidates should forward their résumé by May 7, 2018, to [work4us@yow.ca](mailto:work4us@yow.ca).

We thank all applicants; however only those selected for an interview will be contacted.

The Ottawa Airport Authority is committed to the principles of Employment Equity and to achieving a workforce that is representative of the diversity of the Canadian population. We strongly encourage candidates to self-identify if they are a person with a disability, an Aboriginal person or a member of a visible minority group.

