

Job Title: Senior Measurements & Reporting Analyst

Requisition ID: 3510

Affiliation: CUPE Municipal

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday - Friday

Department/ Branch: Supply Chain, Procurement

Job Location: Fort McMurray

Pay Level: PL16

Start Rate: \$ 58.81

Permanent Rate: \$ 69.43 (Permanent rate effective after completion of probation)

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 03/05/2025

Closing Date (dd/mm/yyyy): 18/05/2025

Posting Type: Internal and External

GENERAL DESCRIPTION:

Under general supervision, the Senior Measurement and Reporting Analyst is responsible for establishing, tracking, analyzing, and reporting on Supply Chain Management (SCM) and other various departmental key performance indicators (KPIs) and overall metrics. This position specializes in advanced reporting and analysis while translating business needs and solutions into reports. The incumbent provides effective and clear presentations when delivering reports in order for business units to carry out solutions.

RESPONSIBILITIES:

- Assist departmental leadership with developing KPIs and measuring progress for SCM and various RMWB departments, as required.
- Analyze KPI results to provide the organization with actionable tools to identify improvement strategies.
- Develop road maps for business units by critical thinking and listening to their business improvement requests.
- Develop new reporting metrics based on first setting baseline KPIs, and then monitoring improvements or declining trends against the established baselines.
- Determine best method to present data and metrics using SAP, Excel, and other reporting tools.
- Support the vendor dispute process by collecting information, reviewing contracts, preparing reports for leadership and administrative duties relating to the process.
- Provide support for the proactive review of all vendors' financial background checks, to ensure vendor financial viability before award of solicitations (as requested).
- Prepares accurate reporting for various municipal departments and leadership, including but not limited to monthly and quarterly statistics, spend reports, and other ad hoc reports as requested by leadership.
- Prepares monthly financial data for analysis using spreadsheets and formulas, including but not limited to spending, invoice, revenue, and inventory reporting.
- Develop and maintain strong overall stakeholder management relationships.
- Provide departmental expertise on applicable data, metrics, and utilization of analytical tools.
- Coordinate with Buyers/Senior Procurement Specialist to compile and confirm departmental metrics.
- Ensures internal supply chain activities align with the requirements established in trade agreements.
- Provides assistance to other department colleagues with related activities.
- Perform other related duties as required.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated excellence in data analytics and reporting.
- Specialist knowledge of data management, data validation, and data mining, including the preparation of statistical reports.
- Demonstrated understanding of statistical concepts with an ability to analyze and interpret statistical information.
- Highly competent and proficient in the use of Microsoft Office programs, including the ability to build and analyze spreadsheets of advanced complexity.
- Ability to clarify and convey information in a clear and concise manner, both verbally and written.
- Proven ability to meet deadlines, ensure data integrity, and produce accurate and timely reporting.
- Proven ability to work collaboratively as part of a team to achieve organizational objectives.
- Strong organizational and analytical, process development and collaborative skills, as well as a demonstrated ability to assess situations from a business perspective, as well as from a departmental subject expertise standpoint.
- Ability to interpret and ensure adherence to administrative procedures, policy, various forms of agreements, relevant stakeholders and other legislation and legal requirements.

EDUCATION AND EXPERIENCE:

- Diploma in Business Administration, Supply Chain Management, or a related Diploma program with six (6) years of progressive and related experience which includes one (1) year experience in an analyst position.

OR

- Degree in Business Administration, Supply Chain Management, or a related Degree program, combined with four (4) years of progressive and related experience.
- Experience to include data analysis, data mining and graphical presentation of data.
- Experience using SAP and public sector experience are preferred.
- Completion of, or working towards, a professional purchasing designation (i.e., SCMP, CPPB) is an asset.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check.
- Pre-employment testing may be required as part of the interview process.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, and complying with all policies, practices, and procedures. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**To apply: Please visit our website at jobs.rmwb.ca
 Current employees must apply through the internal careers site.
 We appreciate the interest of all applicants; however, only those individuals
 selected for interviews will be contacted. Late applications will not be accepted.**