POSITION DESCRIPTION

BUSINESS TITLE:	Director, Integrated Data Analysis
DEPARTMENT:	Integrated Data Analysis
VP/FACULTY:	Vice-President Administration and Finance

JOB SUMMARY

The Director of Integrated Data Analysis provides a strategic, operational, and administrative leadership role guiding the University towards data stewardship and a culture of data-driven (evidence-based) decision making. The Director will leverage existing resources, and a reinvigorated strategic plan, to enhance University data governance, data analytics and support to the institution through sustainable, resilient and accessible data structures, tools and plans.

ORGANIZATIONAL STATUS

The Director supervises two direct reports.

As an integral part of the Vice-President Administration and Finance's leadership team, the Director ensures that Facilities Management supports the University's strategic goals and academic mission, in a manner consistent with University's values, policy, and relevant legislation/regulation.

Along with the rest of the Vice-President's team, the Director will embrace responsibility for leadership standard work aligning Facilities Management with best practices in financial sustainability; enterprise risk management; employee management, engagement and development (including a focus on equity, diversity and inclusion); continuous improvement; policy management and operational planning which incorporates relevant elements of the University's [Strategic Plan](), Strategic Enrollment Plan and [Action Plan]().

WORK PERFORMED (DUTIES)

Strategic Planning

Responsible for the development, review and/or revision of multi-year plans guiding University data-driven (evidence-based) decision making into the future as well as their implementation (including delegation) and monitoring of:

- **Data governance strategy** providing a structured approach to managing the University's data assets to ensure quality, security, compliance, and accessibility throughout the data lifecycle. It aligns data management practices with business objectives, enabling data-driven decision-making while maintaining trust and regulatory adherence and establishes policies, standards, and accountability for data ownership, quality, and security, ensuring a single source of truth across the organization.

- **Data (analytics) strategy** providing a comprehensive, long-term plan that defines how the University will collect, store, manage, share, and use its data assets to achieve strategic and operational goals. It aligns technology, processes, people, and governance to ensure data is treated as a strategic resource used in ethical ways.

- **Support strategy** providing sustainable, resilient and accessible structures, tools and plans for the monitoring and evaluation of outcomes related to the University's strategic plan; strategic enrolment management plan; academic plan; as well as such other such key performance indicators as may be defined (and/or prioritized) by the University.

- And such other plans as may be required.

Operational Planning

Responsible for the development of annual and multi-year operational plans to support University priorities (incorporating relevant elements of the University's Strategic Plan, Strategic Enrollment Plan and Action Plan) as well as their implementation (including delegation) and monitoring. Examples include but are not limited to

- In a resource-constrained environment, and in context of growing demand for insight, **collaboratively develop** priorities and plans to address or revisit the data governance, data analytics and/or support strategies related to key data sets at the University

- **Lead** cross functional projects to apply advanced data modeling and analysis to key data sets

- **Lead** cross functional projects to develop, implement, revisit and/or maintain reports/visualization to key data sets

- **Lead** cross functional projects to develop, implement, revisit and/or maintain policies, procedures, data standards, documentation standards, data models, automation, platforms, systems and/or tools related to key data sets for the purpose of enhancing the efficiency and effectiveness of analysis and reporting/visualization including but not limited to accessibility, completeness, accuracy, timeliness and replicability

- **Review and ensure the reasonableness and accuracy** of data reported by Integrated Data Analysis

- **Communicate** the priorities, approaches, impacts and results of Integrated Data Analysis to stakeholders including but not limited to the promotion of data-driven (evidence-based) decision making and data governance.

Team Administration

Leadership standard work includes (but is not limited to):

- The development of annual financial plans (e.g., budgets) as well as their implementation (including delegation) and monitoring in accordance with best practices and University policy and procedures.

- The development of annual employee management, engagement and development plans as well as their implementation (including delegation) and monitoring in accordance with best practices and University policy and procedures.

- The adoption of enterprise risk management and incorporation of such into operational and strategic decision-making as related to integrated data analysis.

- The adoption of effective and measurable continuous improvement outcomes and incorporation of such into operational plans as related to integrated data analysis.

- The development, review and/or revision of applicable policies and procedures as well as their implementation (including delegation) and monitoring to support the above.

Regular and frequent Manager check-ins (direct reports) shall

- Build an ongoing culture of accountability and trust through delegation and the expectation of leadership standards work.

- Review resource deployments related to the team (e.g., financial reports; personnel assignments; space allocations; system and tool requirements and/or gaps; etc. to optimize towards the achievement of strategic and operational goals.

Evaluate project management success; data governance maturity; data strategy maturity; extent and effectiveness of support to University business units regarding their ability to monitor and evaluate outcomes; etc.

University Outcomes

Regular and frequent review of University-level measures to assess efficiency and effectiveness of resource deployments against strategic goals and operational requirements, e.g., strategic enrolment management, administrative and academic programs and services.

SUPERVISION RECEIVED

Works independently with broad direction from the Vice-President Administration and Finance.

QUALIFICATIONS

- Bachelor's degree in Mathematics, Statistics, Data Science or Analytics (or other related)
- Master's degree (in a related field)

EXPERIENCE

- Progressively complex leadership experience in integrated data analysis
- More than five years of progressively complex managerial experience
- Proficiency in SQL; PowerBI; and statistical software (SAS and SPSS)
- Ability to work with Microsoft Office suite of products
- Proficiency in enterprise resource planning systems (and particularly Ellucian/Colleague) would be a significant asset

COMPETENCIES

- Strong customer service orientation.

- Strong relationship building and collaborative, consultative leadership working effectively throughout all levels of the University and with external partners
- Strong leadership.
- Strong written and verbal communication.
- Strong problem-solving, and decision-making.
- Strong ability to work independently, take initiative, and follow through with minimal direction.
- Commitment to, and experience in, the implementation of equity, diversity, and inclusion.

IMPACT OF ERROR

- Unsatisfactory access / service to students, employees or the public to University data, i.e. lack of accessibility, timeliness, accuracy, replicability or completeness
- Loss of credibility with UPEI's internal or external stakeholders regarding the value of the Integrated Data Analysis unit
- Loss of credibility with UPEI's internal or external stakeholders regarding the value of UPEI's data and information
- Inability to measure impact and outcomes of UPEI's strategic plan, strategic enrolment management plan and/or key performance indicators (i.e., operational efficiency and effectiveness regarding administrative and academic programs).
- Financial impact to University budget due to fines, penalties for non-compliance and/or negative impact on timeliness or amounts subject to funding agreements.
- Inefficient or ineffective use of University resources (e.g. human resources; financial resources; infrastructure such as space, land; furniture and equipment etc.)

CONTACTS

- President and Vice-Presidents including Vice President Administration and Finance
- University Leadership Group (direct reports to President and Vice-Presidents)
- University Management Group (direct reports to University Leaders)
- Individual faculty or staff members
- STATSCan; Maritime Provinces Higher Education Commission; Atlantic Association of Universities; and professional groups (e.g., CIRPA)
- Peers at other institutions