



Manager, Performance and Analytics

ABOUT THE POSITION

ITA has an exciting opportunity for a data-driven and strategic leader!

The Manager, Performance and Analytics develops and monitors performance metrics to support strategic and operational performance. The Manager works closely with the Director and the Senior Leadership team, in achieving ITA's mission by creating, monitoring, forecasting and analyzing key performance metrics. The Manager is also responsible to lead research activities, identify and grow organizational metrics and obtain appropriate information from system stakeholders.

This permanent position has 2 direct reports and will report to the Director, Strategy and Performance.

Join ITA and be part of a highly engaged organization that is named one of BC's Top Employers and certified Great Place to Work!

Submit your cover letter and resume by email before the closing date listed on our careers page to HumanResources@itabc.ca.

RESPONSIBILITIES/ACCOUNTABILITIES

- **Performance, Analytics and KPI**
 - Works with Department Director and ITA staff in developing and refining metrics to monitor and report on ITA's goals, accountabilities and activities
 - Oversees quantitative and qualitative research and statistical analysis and interpretation to support strategic and operational decision-making
 - Determines optimal methods to assess and evaluate programs and projects
 - Makes presentations and/or provide recommendations to key organizational stakeholders supported by evidence, strong analytics and KPIs
- **Stakeholder Relations**
 - Liaisons with leadership, government and industry sectors to analyze, synthesize and interpret data on both short and long term labour market needs
 - Negotiates information and data sharing between organizations related to the trades training and apprenticeship system
 - Works with the Strategy and Performance team to analyze and assesses policy directions and changes of provincial/federal governments, and other agencies that impact industry training
- **Project Management**
 - Oversees projects to support ITA's strategic and operational performance
 - Ensures team members and key stakeholders are kept informed across relevant project activities
- **Team Leadership**
 - Leads and provides overall direction to the staff, including staff development and training
 - Builds effective succession plan for self and managers as well as ensure development plans for team
 - Inspires and hold team members accountable for their contributions to the strategic goals of ITA
 - Serves as a role model for collaborative approaches to communication and innovation and actively seeks ways to enhance the work environment



EDUCATION/EXPERIENCE

- A post-secondary education in Business Administration, Statistics, Economics, Mathematics or related areas
- 7+ years working in strategy development with a strong business acumen and financial management background
- Solid understanding of governance in a multiple stakeholder organization
- 5+ years analyzing and writing policy documents to support organizational outcomes
- Experience in group facilitation
- Experience in development and utilization of data analytics to support organizational decisions
- Public relations and BC government experience considered assets
- A proven track record in project management is an asset.

WHO WE ARE

The **Industry Training Authority (ITA)** is a crown agency that is responsible for leading and coordinating the skilled trades training and credentialing system for the province. ITA provides strategic leadership, policy support and customer services to help apprentices, employers and industry. ITA sets program standards, maintains credential records and issues the highly regarded Interprovincial Red Seal and B.C. Certificate of Qualifications (C of Q) credentials.



COMPENSATION

Annual Salary Band 6: \$89,250 - \$115,500

Salary to commensurate with experience. The ITA offers a highly competitive benefits package and perks which include:

- Flexible working schedule, floater days, and a 37.5 hour work week.
- Eligible for pension contributions.
- Healthy Living Program, In-house Gym
- Extensive Extended Health and Dental Plans that are 100% employer paid

HOW TO APPLY

If this sounds like you, we look forward to hearing from you! Submit your cover letter and resume by email before the closing date listed on our careers page to HumanResources@itabc.ca. All applicants will receive an emailed response confirming receipt of their resume submission.

We kindly ask that applications be sent by email and we ask for no phone calls please. Due to the high number of applications the ITA receives, only applicants who are selected for an interview will be contacted. Recruitment for this role may be subject to a background check. We sincerely thank all applicants for their interest in the ITA.