**Data Quality Specialist**

**OPB (Ontario Pension Board -** [**https://www.opb.ca**](https://www.opb.ca)**)**

In this role you will evaluate data quality and data management practices and make recommendations for improvements based on the analysis of information and potential impacts. You will develop and implement a data management plan to address ongoing validation and integrity requirements in support of high quality service expectations and to ensure continuous improvement of client information and data management service delivery. You will manage high profile employer data interface files and escalated data quality issues by leading the collaboration of internal/external business partners to implement effective practices, investigate issues/opportunities, and implement high quality data management solutions. You will support new employers with the onboarding of the interface file and support all employers who transition to new payroll providers by providing exceptional client experience. You will perform employer data interface testing and ensure the accuracy of the interface information by reconciling with payroll reports. You will provide process oversight and guidance to team members and cross train to ensure data management practices are efficient, effective and in accordance with policies and procedures to maintain and exceed service level goals. You will support initiatives related to business process improvements, system enhancements, and legislative changes by providing expert advice, guidance and technical support on employer data issues, practices, and procedures. You will contribute to the development of user requirements; identify and evaluate feasibility of various options; work with project teams to identify and drive positive results in the business through the development of project plans; and work with IT to develop and implement effective tools to meet the goals and objectives of Employer Services & Data Management.

**Key Qualifications:**

Strong technical knowledge of and experience with client service and data management applications and support systems. Advanced knowledge of MS Office (e.g. Access, Excel, Word). Excellent mathematical skills to create formulas, spreadsheets, calculations of contributions, and service credits, etc. Strong knowledge of interface process and systems and interface systems analysis skills to identify, develop, recommend and help operationalize solutions for interface issues. Excellent attention to detail and ability to work with large volumes of detailed information and detect errors. Well-developed investigative, qualitative, and quantitative research skills to identify, interpret and present information regarding employer matters. Excellent analytical and problem-solving skills and sound judgment to identify and analyze issues in the context of current systems and practices and provide recommendations and solutions. Ability to take initiative and think beyond current systems and business structures to provide creative solutions. Strong communication and interpersonal skills to provide expertise; investigate, manage, and resolve issues; represent the unit at meetings; explain specialized terminology in plain language; and provide, seek and exchange information. Ability to manage effective relationships and expectations with all clients and stakeholders and work closely with new Employers to provide interface onboarding sessions and support going forward. Strong organizational, time management and project leadership skills to assess workload, set and manage priorities and work effectively in a fast-paced environment where managing multiple tasks and priorities and being adaptable to change is essential.

**Please visit OPB’s Career page to apply:** [**https://opb.talcura.com/candidates/home.aspx**](https://opb.talcura.com/candidates/home.aspx)

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**The competition will remain open until a successful candidate is selected or until the competition is closed.**

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OPB is committed to providing accommodation for people with disabilities in its recruitment process. Please advise OPB if you require an accommodation and we will work with you to meet your needs. Candidates being considered for this position will be required to submit to a background screening. We thank all applicants, however, only those selected for an interview will be contacted.