The Home Construction Regulatory Authority (HCRA) is a private not-for-profit corporation that will be the regulatory authority responsible for licensing of Ontario’s new home builders and vendors. HCRA intends to foster improved home quality and homebuyer confidence in the home building industry through modernized licensing standards, education, and compliance, providing increased consumer protection through enhanced regulatory measures. To learn more about HCRA please visit www.hcraontario.ca.

**Business Intelligence Analyst**

HCRA is seeking a professional who thrives in a fast-paced, high-profile environment to fill the role of **Business Intelligence Analyst**.

Reporting to the Deputy Registrar, you will:

- Identify and extract relevant data from various sources to inform pro-active and reactive compliance strategies and target areas for improvement based on insights from the Licensing, Compliance and Complaints teams.
- Using appropriate tools, applies analytical techniques, database development and data mining methods to interpret and analyze data, reports and information to identify trends and patterns in non-compliance/illegal building activities.
- Provide advice to senior management supported by reports, briefs and correspondence identifying compliance trends, issues, and assessment.
- Through analysis, develop proactive strategies and interventions to drive business process efficiencies, support decision making and develop risk management approaches.
- Build actionable roadmaps for improving workflows and processes.
- Support the development and evaluation of performance indicators (KPIs) and measures to monitor effectiveness of compliance programs and initiatives and improve internal operational processes and approaches.
- Elicits feedback from across the organization to determine what metrics, reports, dashboards, and analysis are needed to drive the business, and then work with the appropriate teams to build and implement them.

**Successful candidates will demonstrate the following:**

- A minimum of three years of progressively responsible data analysis experience and performing similar analyst duties in a regulatory and compliance environment.
- Completion of a postsecondary degree or diploma in the areas of Informatics, Statistics, Mathematics, data and information management or a related discipline – or a combination of education, training and experience deemed equivalent.
- Ability to work with data analysis tools and datasets to analyze, interpret data and create models to track and monitor relevant compliance related data, trends, etc.
- Experience with Snowflake or other data warehousing technology.
- Demonstrated experience with various data analytics techniques and software such as Python, R, SQL, etc.
- Proficiency with Microsoft tools especially Excel and Power BI.
- Excellent verbal and written communication skills with the ability to communicate information clearly and concisely.
- High initiative and strong organizational and time management skills to manage workload.
Strong analytical skills, combined with knowledge of performance indicators/measurement to support the development and evaluation of KPIs and relevant measures to monitor compliance programs and improve internal operational processes.

- Ability to work under pressure and to strict deadlines, and comfortable working in a quick turnaround environment, while maintaining accuracy.
- Political acuity to recognize and respond in a timely manner to non-compliance issues which may have an impact for the CEO/Registrar.
- Proficiency in developing professional relationships with internal and external stakeholders where formal authority may not exist.
- Knowledge of the New Home Construction Licensing Act, 2017 and related regulations such as Ontario Building Code Regulation, an asset.

**How to Apply**
To apply, please forward your resume and cover letter to hr@hcraontario.ca by February 17, 2021. For more information about HCRA please visit [www.hcraontario.ca](http://www.hcraontario.ca).

HCRA will offer a competitive compensation package including benefits and a defined contribution retirement plan.

We thank all external applicants for their interest, however, only those selected for further consideration will be contacted. Accommodation, if required, will be provided throughout the hiring process in accordance with the Human Rights Code.

**HCRA IS AN INCLUSIVE EMPLOYER.**