



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Data Analyst
DEPARTMENT: Le Estcwicwéy Department
SUPERVISOR: Le Estcwicwéy Manager(s)
TERMS: Full-Time, Temporary Minimum 1 Year
REFERENCE #: 2024-088

Purpose of Position:

Reporting to the Le Estcwicwey Manager(s) and Research Analyst, this position will be performing statistical analysis of complex data sets and writing program scripts. Utilizing strong methodological training, you will prepare results tables and figures for use in research documents and work as part of a team of other epidemiologists to accomplish study objectives. You will support the Le Estcwicwey project specially involving the analysis, development, coordination and control of systems, methods, processes, and programs relating to the archives.

The Le Estcwicwey Division is committed to coordinating and performing functions related to the Le Estcwicwey for Tk'emlúps te Secwépemc, (TteS). This department is client centered, focuses on a variety of administrative, operational, and specialized functions for TteS.

Duties and Responsibilities:

- The candidate will be highly skilled with a solid understanding with analyzing and collecting data sets. The candidate will develop and implement a data-management system for Le Estcwicwey. The preferred candidate will have a track record of delivering projects on time, within budget while meeting or exceeding department expectations.
- Collaborate with data engineers to realize data strategy and data governance framework, organization of data sources, elements, and domains.
- Resolve any data quality issues.
- Devise and implement meticulous testing strategies to ensure the seamless functionality and precision of newly introduced systems and enhancements.
- Forge an extensive repository of system configurations, procedural insights, and change records. This archive will be indispensable for navigating future system augmentations and updates.
- Coordinates and ensures the implementation of program(s) and their updating; they see to the respect of deadlines and proposes the necessary corrective measures; he or she organizes and leads training and development sessions for the staff concerned.

- Provides users with information on the document filing system, management software used in the documentation center, reference system, rules and procedures of the center and use of consultation documents.
- Preparing draft statistical reports and summaries from data collected.
- Analyzing and writing program scripts to extract, reformat and analyze data.
- Analyzing datasets.
- Implementing and executing qualitative and/or quantitative research methods.
- Providing detailed information on data analysis findings to stakeholders.
- Formatting manuscripts according to publication guidelines.
- Fostering stakeholder engagement and maintaining relationships with project partners.
- Handling sensitive and/or confidential information.

Professional Certification, Education and Experience:

- Bachelor's degree in a related field such as computer or data science, library science, archives, statistics, data analysis, information management or an acceptable combination of education and experience.
- 3-5 years of relevant experience.
- Demonstrated experience executing quantitative research methods.
- Demonstrated proficiency in analyzing and writing program scripts in SAS or R.
- Strong experience maintaining relationships with stakeholders and project partners.
- Experience with document management software.
- Recent and relevant experience in projects.
- Data cleaning and preparation.
- Data analysis and exploration.
- Statistical knowledge.
- Creating data visualizations.
- Domain knowledge.
- Experience in working with First Nations.
- Knowledge and strong understanding of Indian Residential Schools.

Supervision or Training Duties:

Willingness to participate in cultural training.
 Will be trained in the software DataWalk.
 Mandatory training on OCAP.

Special Requirements:

Knowledge of Secwépemc culture, history, protocols, and lifestyle is an asset. Ability to work in a team environment.

Demonstrated experience successfully working in an indigenous organization and cultural contexts and a thorough understanding of Tk'emlúps/Secwépemc culture/history and protocol.

Follow Secwépemc cultural procedures and protocols for on-site and visiting Elders, Traditional Knowledge Keepers, and Guests to ensure their comfort and safety. Knowledge of Secwépemc protocols, practices, and worldviews.

Maintains a functional knowledge of all TteS administration, finance law, Shuswap Nation Declaration, Truth and Reconciliation Calls to Action 71-76 in accordance with TteS protocols Missing Children and Unmarked Burials and the United Nations Declaration on the Rights of Indigenous People.

Strong interpersonal and communications skills (written and oral) and an ability to establish and maintain rapport effectively with survivors and partners.

Criminal Record Check

Class 5 Drivers License

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: \$25.98-\$28.70 depending on education & experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is November 7th, 2024 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment/>
or at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.