

## THE POSITION

Reports to the Director of Risk, Reliability and Resiliency

The Canadian Electricity Association is the voice for safe, secure, and sustainable electricity. Working together, Canadian electricity utilities and companies that provide products and services to the electricity sector ensure Canadian electricity is some of the cleanest in the world. CEA's corporate values are the following: we value our Members, our Team, Excellence, Leadership, and Innovation.

The business analyst will help us discover the insights hidden in reliability data. Your primary focus will be to manage member reliability committee activities, apply data mining techniques and analysis on distribution, transmission and generation reliability data.

## KEY RESPONSIBILITIES

### Data and Business Analysis

- Act as data steward for the reliability committees.
- Process, cleanse, and verify the quality of the data used for analysis.
- Investigate and resolve data anomalies, identify trends.
- Convert generation data to NERC system and load the files to the NERC GADS system.
- Gather and draft requirements for changes to data collection, reporting features, and existing systems to enhance the value to members.
- Provide applicable analytical duties for other CEA data related activities, as required.
- Perform ad-hoc analysis and present results (i.e., report creation, face -to-face presentations) in a clear and understandable manner.
- Locate, define and recommend process improvement opportunities.
- Recommend the development of new research and reports and/or reporting features.
- Conduct additional research (survey, interviews, internet, IEEE publications) or data analysis for technical briefs and/or special report publication.
- Collate and produce final reliability reports.

### Committee Management

- Support the reliability committees by responding to member requests.
- Perform administrative (i.e., minutes) and logistical functions for reliability meetings, as required.
- Manage reliability committee meetings and conference calls, as required.
- Ability to lead and facilitate discussions.
- Manage 3<sup>rd</sup> party contractors
- Perform other related duties, as required.

### Skills and Qualifications

- A Bachelor level degree or college diploma from a recognized university or college in engineering, business or equivalent experience (5 years).



Canadian  
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canadienne  
de l'électricité

## Business Analyst Job Description 2021

- Demonstrated experience with data visualization and querying tools such as SQL , MS Power BI or Tableau.
- Ability to present and communicate analytical findings to a wide variance of audiences.
- Ability to manage multiple projects to completion in a fast-paced environment.
- Self-starter, able to work independently and with a team.
- Attention to detail; good organizational skills; willingness to travel.
- MS-Office, (i.e., Excel, PowerPoint, and Word).
- Ability to travel within Canada post COVID-19.
- Excellent written and verbal communication skills in English – capabilities in French an asset.

**Deadline:** April 30<sup>th</sup>, 2021

Relevant correspondence (including résumés) can be directed to [careers@electricity.ca](mailto:careers@electricity.ca)