



## Job Posting

### About the CFPC

Representing more than 40,000 members across the country, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada's 17 medical schools.

**Our Mission:** Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

**Our Vision:** Leading family medicine. Improving lives.

**Our Values:** Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to excellence.

### We are recruiting for a Business Intelligence Report Developer

<b>Posting #:</b>	2021-21
<b>Department:</b>	Information Management
<b>Division:</b>	Information and Technology Services
<b>Reports to:</b>	Director, Information Management
<b>Classification:</b>	Support Staff
<b>Status:</b>	Permanent
<b>Job Family:</b>	Professional/Knowledge Worker
<b>*FTE:</b>	1.0
<b>Level:</b>	5

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## Summary:

The Business Intelligence (BI) Report Developer is a key member of the Information Management team responsible for interpreting business reporting requirements and will focus on designing and developing customer data outputs leveraging MS SQL Server reporting tools and future data warehouse and business analytical solutions. This role will support data integration services or the storing, organization, and management of the College's data and the databases, on premise and in cloud. The successful candidate will have strong technical and analytical skills, be customer service oriented. Candidates must have a high attention to detail and own the quality of their development efforts.

## Responsibilities:

The BI Report Developer is a member of a dynamic team who will work closely with the other departments and the ITS division to perform the following activities in support of assigned projects or initiatives:

Essential Duties include:

- Work with Business users, Information Management, and the Business Solutions teams to understand reporting and analytical requirements, document, design (prototype where necessary) and develop final outputs
- Design or enhance complex, flexible dynamic reports with graphical, drill-through and scheduling capabilities
- Deploy reports using MS Reporting Services and other Business Intelligence visualization tools such as MS Power BI, Tableau, etc.
- Develop suitable ad hoc outputs as required and evaluate for future consolidation into flexible reporting. Ensure queries are optimized to improve report performance.
- Determine most efficient procedures, or views to recommend and optimize queries and improve report performance
- Configure MS Reporting Services tools to manage and publish end user reports
- Configure MS Integration Services tools as required for ETL processes
- Develop relevant data integrations and extensions to automate tasks and processes
- Support design, construct, modify, implement, and test data models and database management systems
- Conduct research and provide advice to members of ITS Division regarding the collection, availability, and suitability of data
- Develop, recommend, and implement database administration policy, standards, and models
- Write scripts related to stored procedures and triggers
- Develop MS .Net based scripts (python, shell scripts, etc.)
- Work with application support analyst to provide second level application support, when needed
- Develop and maintain technical database & reporting documentation
- Perform end-to-end systems verification testing and unit testing
- Work with internal and external development teams in the analysis and resolution of issues related to information content, data integrity, and application performance
- Keep well-informed of trends and best practices in the BI industry to strengthen organizational and technical knowledge as it relates to enterprise information

Related duties:

- Ensure effective and professional communications with all internal/external contacts
- Develop and maintain collaborative relationships at all levels of the organization

- Work in accordance with all CFPC policies, procedures and processes, and all applicable legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours aligned with the CFPC Values
- Demonstrate competencies aligned with the CFPC Competency Framework
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC
- Participate on special projects as required
- Participate on internal staff committees or working groups as required
- Assist with the onboarding of new team members as required
- Support the team and collaborate with colleagues to ensure department needs are met including absence coverage and cross-training as required

### Requirements:

- Undergraduate degree in a related field (i.e. BSc in computer science, Engineering, Information Technology)
- A minimum of 5+ years of information management experience supporting medium to large database environments from a data analyst and reporting/metrics perspective
- 3 – 5 years' experience developing reports using MS SQL Server Reporting Services (SSRS), MS SQL Server Integration Services (SSIS), MS SQL Server Analysis Services (SSAS)
- 3 – 5 years' experience developing SQL Server queries and stored procedures
- 3 – 5 years' experience in building/supporting data warehouse and OLAP reporting
- 3 – 5 years of gathering and documenting reporting requirements and translating needs into useful specifications, reports and processes.
- Previous experience with applications including CRM (Salesforce or MS Dynamics) in a non-profit organization considered an asset
- 3+ years' experience with SQL Server Database administration
- Strong Data Extract, Transform & Load (ETL) skills
- Experience with Data Warehouse and Business Analytics platforms, an asset
- Willingness to provide on-call support, when required
- Strong analytical skills, with the ability to decompose more complex problems and/or processes into logical parts
- Able to build and maintain close working relationships with key stakeholders to understand needs and requirements
- Able to effectively prioritize and execute tasks in a high-pressure environment
- Self-motivated with good organizational and strong facilitation skills to deliver on multiple projects and deadlines and changing priorities
- Accustomed to working in a highly dynamic environment and ability to manage multiple priorities between operational support and project assignments
- Self-starter and proactive attitude, ability to work independently and in a team environment, desire to continuously learn new skills and technology
- Excellent verbal and written communication skills to express ideas clearly and effectively in English; French is an asset

### Working Conditions:

- Open-concept office environment
- 8:00 a.m. – 4:00 p.m. or 8:30 a.m. – 4:30 p.m. or 9:00 a.m. – 5:00 p.m. Monday – Friday

**If you share our passion, and are committed to living our CFPC Values**

**please submit a cover letter and your résumé referencing the posting # 2021-21 to**

**[careers@cfpc.ca](mailto:careers@cfpc.ca) by June 28, 2021.**

Important Note: On April 9, 2021, our Executive Team approved our interim relocation guidelines and advised that while we are in Phase 1 of our Return to Office pandemic plan, all employees will continue to work remotely. We are in the process of examining our future New Way of Working model, including the possibility of a fully remote or hybrid remote workplace. Until that decision has been made, and otherwise communicated, our head office continues to be 2630 Skymark Avenue in Mississauga, Ontario. Except for identified senior-level positions, all new employees and internal employees who apply for new positions will be expected to commute to our office in Mississauga at their own expense if required to do so.

*The CFPC is committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.*

*We thank all those who apply but only those selected for further consideration will be contacted.*

*\*Full-Time Equivalent*

