

OPPORTUNITY PROFILE

GIS and Data Lead

WHY JOIN OUR TEAM

The Calgary Metropolitan Region Board (CMRB) consists of representatives from 8 municipalities mandated to plan for managed, sustainable growth in the Calgary Metropolitan Region (CMR). The CMRB represents a population of approximately 1.6 million, close to 35% of Alberta's population. We are a small team with a focus on developing innovative and meaningful pathways to achieving the goals of the Board. If you have a background in GIS and data analysis in the field of land use planning and strong desire to be creative and think big, the CMRB is the right place for you!

THE OPPORTUNITY

Reporting directly to the Chief Officer, the GIS and Data Lead will be responsible for overseeing how the CMRB builds, organizes, analyses, and interprets data. This role will be critical to measuring and monitoring the impact of the CMRB as an organization on the Calgary Metropolitan Region and the implementation of CMRB's Growth and Servicing Plans. The successful applicant will be responsible for preparing and managing GIS spatial data, completing spatial analysis, and creating maps and visual aids. This role will also include developing and reporting on key performance indicators. This will require an understanding of geodemographics as a means to evaluate policy outcomes. The role of the GIS and Data Lead is to create meaningful dialogue about regional performance through thoughtful data analysis that combines various data inputs. The successful candidate will have worked in the general field of land use planning with a GIS and/or geodemographics focus.

As an involved member of the CMRB team, you will also be responsible to support the scoping of CMRB studies, advise the Board on data priorities and programs, and act as a subject matter expert on spatial and land use related data analysis. You will provide timely and accurate technical support for Board initiatives and work collaboratively with internal clients and external consultants to achieve Board goals. This role offers a unique opportunity to operate independently with minimal supervision in a small and close-knit team setting. The successful candidate will have a chance to work both creatively and technically to support good planning outcomes. The successful candidate must be able to work within defined and often constrained timelines, and communicate clearly with clients, colleagues, and co-workers. The CMRB offers support for continuous improvement and the opportunity to learn new approaches to data management and analysis that support the CMRB's aim to be a thought leader in regional planning.

KEY RESPONSIBILITIES

Under general direction from the Chief Officer, the GIS and Data Lead will:

GIS and Data

- Enhance the ability of the CMRB to identify deeper insights about regional performance through data analysis.
- Assist CMRB Administration with measuring and monitoring the implementation of the Growth and Servicing Plans. This will include working collaboratively to develop meaningful KPIs (key performance indicators) for the region. The CMRB has identified a need to support this work with a greater in-house understanding of geodemographics.
- Provide strategic insight/guidance into projects and studies that will assist CMRB Administration with project scoping and with decision-making.
- Create communication tools such as maps and visual materials to inform reports, planning objectives, or presentations in support of Board priorities.
- Develop and follow project plans and communicate progress/roadblocks proactively.
- Lead working groups made up of GIS and data colleagues from member municipalities to strengthen the work of the region.
- Effectively manage and work with external consultants hired to complete studies/projects or to enhance the capacity of CMRB Administration.
- Respect project timelines and maintain clear/concise documentation on requirements, project goals, methodology and output.
- Manage the CMRB's internal GIS and other datasets, as well as the CMRB's open data portal.
- Work collaboratively with internal clients and external consultants as needed.

Other Duties

- CMRB will provide instruction on how to do the following:
 - Livestream Board and Committee meetings to YouTube.
 - Periodically update the CMRB website.

THE CANDIDATE

The successful candidate will have a track record in the following areas:

- 5+ years experience in data analysis, interpretation and giving evidence-based advice to decision makers.
- 5+ years experience in GIS analysis, data management, and mapping. Some experience in the field of geodemographics is a strong asset.
- Experienced with the nuances and complexities of land use planning and local/municipal government.
- Skills and abilities to respond to complex issues within highly political environments.
- Is decisive, possessing sufficient business acumen and political savvy to assist CMRB Administration with complex decisions.
- Strong decision-making skills.
- Excellent verbal and written communication skills.

KEY COMPETENCIES AND SUCCESS FACTORS

- Collaborator – Is influential and collaborative. Demonstrates the ability to develop and maintain win/win relationships and partnerships. Strong interpersonal skills. Works well with people and is sensitive to the diverse needs of stakeholders. Will be effective at promoting and maintaining positive inter-municipal relationships.
- Communication Skills - Clear, concise, and positive communicator that effectively listens to others. Is candid and respectful. Possesses a positive attitude and confidence.
- Highly Ethical – A person who is honest, forthright, open and transparent. Is able to make difficult decisions and stand by them. Thoroughly researches implications of all decisions and is willing to provide the best possible advice even when those recommendations may not always be well received. Operates with integrity.

COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

LOCATION

This position is a hybrid position, with attendance in office (downtown Calgary) required a minimum of 3 days per week to foster team collaboration. Week-to-week flexibility is possible to accommodate specific employee needs.

ABOUT THE CALGARY METROPOLITAN REGION BOARD

The CMRB was officially established in January 2018, when a new regulation came into effect and is the first provincially mandated growth management board for the Calgary region. Key mandates of the CMRB include:

- Promote the long-term sustainability of the Calgary Metropolitan Region
- Ensure environmentally responsible land-use planning, growth management and efficient use of land
- Develop policies regarding the coordination of regional infrastructure investment and service delivery
- Promote the economic well-being and competitiveness of the Calgary Metropolitan Region
- Strengthen relationships with Indigenous Nations and Indigenous people living in the CMR.

Members of the CMRB include elected officials from the following 8 municipalities:

City of Airdrie	Foothills County
City of Calgary	Town of High River
City of Chestermere	Town of Okotoks
Town of Cochrane	Rocky View County

The CMRB Administration is a small team, in addition to the role which is being hired for, the team consists of a Chief Officer, two Directors and an Office Manager.

If you are interested please submit your resume and a cover letter to info@calgarymetroregion.ca. We appreciate all interest in the position, only successful applicants will be contacted.