About UTAM

University of Toronto Asset Management ("UTAM") is the investment manager for the University of Toronto's Pension, Endowment and short-term working capital assets. UTAM manages over $10 billion in assets with a team of more than 20 professionals. UTAM invests globally across a variety of asset classes using a wide range of strategies. Our sole focus is to invest university assets. Please refer to https://utam.utoronto.ca/ for more information about us.

The Position:

Title:	**Analyst, Investment Data and Systems, Risk and Research**
Reports to:	**Chief Risk Officer and Head of Research**
Location:	Toronto, ON

Position Description

In this newly created role, UTAM is seeking an investment systems and data professional. Reporting to the Chief Risk Officer and Head of Research, the Analyst, Investment Data and Systems, Risk and Research, will play a key supporting role in the on-going maintenance and development of UTAM's data infrastructure. The Analyst will work closely with the Senior Analyst, Investment Data and Systems in the daily maintenance of the database and import/export protocols. In addition, the Analyst will support other Risk and Research team members in the consolidation of data, automation of standard reporting functions and related production cycle data integrity checks and output. The Analyst will also to support internal creators and consumers of data, as necessary, to ensure that UTAM's data assets are available and fit for purpose for downstream systems and reporting functions. This is a critical role in our data initiative; the Analyst is the first line of defense for data monitoring, data quality assurance, loading and delivery of information to internal downstream systems and internal teams for consumption.

Accountabilities

Develop and maintain a hands-on knowledge of data management processes with an emphasis on the following work areas:

- Monitor and troubleshoot processes to ensure the receipt, accuracy, and completeness of data flow from external/internal source systems/providers to UTAM's database.
- Work with internal and external parties to validate data to ensure integrity and resolve any data quality discrepancies.
- Assist in identifying and implementing solutions to address data integration needs on UTAM's data platforms such as MS SQL Server and other tools, as required.
- Support the development of Extract, Transform, and Load (ETL) processes that interact with UTAM's database, new external/internal feeds (on-boarding process) and the data orchestration that delivers information to data reporting tools (e.g., Power BI) to facilitate self-serve reporting and visualization.
- Respond to business users' queries for data and build/run reports using UTAM's reporting tools (e.g., MS SQL Server, Power BI).

- Execute and monitor existing processes currently established for day-to-day operations and recommend any process improvements.
- Create, update and maintain data design and data process documentation.
- Other duties as assigned.

Qualifications and Experience

In general, the ideal candidate is expected to have:

- 1+ years' experience in a data management role (e.g., data analyst or business analyst).
- Proven success in a collaborative, team-oriented environment
- Familiar with data models, database design and development, data normalisation and ETL tools,
- Familiar with Microsoft SQL Business Intelligence Technology stack, for example:
    - MS SQL Server (e.g. automating scheduled jobs, writing functions and procedures in MS SQL Server);
    - SQL Server Integration Services (including familiarity with scripting languages); and
    - SQL Server Analysis/Reporting Services / Power BI.
- Strong Excel skills with the ability to learn other analytical tools.
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Relevant university degree and/or professional designations.

Preferred; the following attributes are considered an asset:

- Knowledge of programming languages such as Python, VB.Net and C#.
- Experience with the investment management industry, prior work with custodial data files and market index providers.

Compensation

Competitive compensation package in the form of salary, annual bonus, vacation allowance, etc. In addition, UTAM offers a comprehensive benefits package, including a defined-benefit pension plan.

APPLICATIONS

To apply, please send your resume and a cover letter in Word or PDF format to careers@utam.utoronto.ca

Copy and paste the following job title and place it in the subject line of your email adding your name so we can identify the position you are applying for: **Analyst, Investment Data and Systems [your name] (APPLY)**