About UTAM

University of Toronto Asset Management ("UTAM") is the investment manager of the University of Toronto's endowment and short-term working capital assets.

We are a high-performing and collaborative organization committed to bringing value to the university. We invest globally across a variety of asset classes applying a clear set of responsible investing principles.

Please refer to https://utam.utoronto.ca/ for more information about UTAM.

The Position

Title:	**Analyst, Investment Data and Systems, Risk and Research**
Position Type:	**Full-time, permanent**
Reports to:	**Chief Risk Officer and Head of Research**
Location:	**Toronto, ON (hybrid working options currently available)**

Position Summary

The Risk and Research team is responsible for performance measurement, rebalancing and currency hedging, investment risk management, research, and investment data management.

This position is one of four analysts reporting directly to the Chief Risk Officer and Head of Research on the seven-person Risk and Research team and will play a key supporting role in the maintenance and development of the team's investment data infrastructure. The investment data infrastructure is represented primarily by an internally developed investment database ("the database") that feeds multiple downstream processes. The Analyst will work closely with and be directed by the Senior Analyst, Investment Data and Systems, in the daily maintenance of the database and associated import/export protocols. The Analyst will also support other team members in the consolidation of investment data, automation of standard reporting functions and related production cycle data integrity checks and output as well as support internal creators and consumers of data, as necessary, to ensure that investment data assets are available and fit for purpose for downstream systems and reporting functions. This is a critical role in our investment data process; 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. In addition, the Analyst will provide support/back-up for several key business processes that the team undertakes.

This is a great opportunity to join a collaborative and high-performing team of investment professionals within a flat organization and to make a direct contribution to UTAM's investment risk management activities.

Responsibilities
Data Management

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 the database.
- Engage with internal and external parties to validate and ensure data integrity, and to resolve data quality discrepancies.
- Assist in identifying and implementing solutions to address data integration needs on investment data platforms such as MS SQL Server and other tools.
- Support the development of Extract, Transform, and Load (ETL) processes that interact with the 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 report delivery and visualization.
- Respond to business users' queries for data and build/run reports using approved reporting tools (e.g., MS SQL Server, Power BI, Power Queries, DAX).
- Execute and monitor existing processes currently established for day-to-day operations and recommend process improvements.
- Create, update, and maintain data design and data process documentation.
- Other duties as assigned.

Business Processes
- Participate in the monthly production of performance results for all levels of the portfolios including (but not limited to) fund level, composite level, and benchmark returns.
- Prepare and validate input/output files which will often require engagement with third party providers.
- Reconcile asset-mix and performance reporting output, resolve, and escalate issues as necessary.
- Support the development and maintenance of process documentation related to performance measurement and investment risk management.
- Support portfolio rebalancing and currency hedging processes, including validation of data used/output reports; run and validate asset-mix and trade reports as required and participate in rebalancing and currency hedging review meetings.
- Support development, maintenance and operational workflow related to the generation, validation, and reporting of investment risk data.
- Support the preparation of risk proxy data, as well as the import and export of risk metrics/results into the internal database for downstream analytical and reporting purposes.
- Other duties as assigned.

Requirements and Experience
The ideal candidate is expected to have:
- Relevant university degree and/or data management certifications.
- Familiarity with data models, database design and development, data normalisation and ETL tools.
- Familiarity with Microsoft SQL Business Intelligence Technology stack, such as:
  - 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).
  - SQL Server Analysis/Reporting Services / Power BI.
- Proven success in a collaborative, team-oriented environment.

- Strong Excel skills with the ability and willingness 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.
- Strong written and oral communication skills.

The following attributes are considered an asset:
- Prior experience, including internships, in a data management role.
- Knowledge of programming languages such as Python and VB.net.
- Experience with the investment management industry, prior work with custodial data files and market index providers.

Personal Characteristics

- Unquestionable ethics and integrity.
- Detail-oriented and organized.
- Motivated and hardworking.
- Eager to learn.

Compensation

A competitive total compensation package is offered, including a defined-benefit pension plan and financial and paid leave support in completing approved designations.

Diversity Statement

UTAM is strongly committed to diversity and especially welcomes applications from racialized persons/persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in pursuing our mission.

Accessibility Statement

UTAM is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact humanresources@utam.utoronto.ca

To Apply

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. **Submit your resume and a cover letter** explaining how your qualifications and experience make you a suitable candidate for this position to careers@utam.utoronto.ca. Include "Your Name – Analyst, Investment Data and Systems, Risk and Research" in the subject line.

/End