



**MANITOBA FIRST NATIONS POLICE SERVICE
EMPLOYMENT OPPORTUNITY**

-- RECORDS/DATA ANALYST --

The **Manitoba First Nations Police Service (MFNPS)** is seeking applicants for the position of:

Position: **Records/Data Analyst**
Reports to: Inspector of Support Services
Accountable to: Chief of Police
Location: Headquarters / TBD
Hours: Full-time.

As a community-based organization, we focus on the seven teachings to guide us through our daily activities as well as our strategic initiatives. In all we do, we maintain a deep respect for First Nations customs and traditions and have built our processes and policies around these traditions.

The **Records/Data Analyst** is a solutions-oriented, analytically-minded, professional looking for a rewarding and challenging opportunity. This individual will work collaboratively with all members of our service, for the efficient and timely performance of the assigned duties and responsibilities.

Specific responsibilities shall include but not be limited to:

- Review, categorize, and submit Uniform Crime Reporting (UCR) data from the MFNPS to Statistics Canada.
- Quality control of MFNPS data bases including the PROS record management system
- Collect data, identify, and track information which support collaborative policing operations, front line officer deployment and new policing innovations, with the goal to increase confidence and community safety.
- Conducts research by utilizing quantitative and qualitative methods – through survey design and implementation, focus group planning and moderation, and results analysis.
- Prepare the Police Service Annual Report each year.
- Formulates and contributes content to the development and execution of the MFNPS strategic plans.
- Responds to requests for program and procedure evaluation, identifies trends, and makes recommendations to assist senior management.
- Identifies and assesses ideas for relevance and benefit and assists in providing technical and administrative expertise in developing initiatives.
- Develops strategies into specific actions and plans, facilitates that appropriate members and resources act inter-connectedly.

- Assess trends, track police system data to support police operations.
- Analyze police and partner data on call types, use of police resources, services accessed, and system/project effectiveness to inform current and future needs to support the MFNPS Strategic Plan.
- Produce detailed, accurate and comprehensive reports for MFNPS Senior Command Team.
- All other duties as assigned.

Qualifications:

- Post secondary education degree or diploma in Business Administration, Criminology, or related field. Current students are welcome to apply.
- Experience in business analysis or a related field is preferred.
- Exceptional analytical and conceptual thinking skills.
- Demonstrated knowledge and experience in Microsoft Office related software to an accomplished level, including Microsoft Word, Excel, and Adobe Acrobat is essential.
- Demonstrated analytical and research skills in open source and internal and/or external reports.
- Knowledge of police services, regulations, and processes as they relate to crime would be an asset.
- Demonstrated interpersonal skills and the ability to communicate in a clear and concise manner, including the ability to address issues in a professional and courteous manner.
- Excellent written and verbal communication skills.
- Experience working in a policing environment would be considered an asset

Salary & Benefits:

MFNPS offers competitive salary and benefits

Salaries are commensurate with qualifications (Salary Range: 58,000-84,000)

Other requirements:

A thorough background check will be completed prior to start date

A valid Class 5 Drivers Licence is required

Deadline for Applications:

Friday, October 20, 2023, at 1630 hrs CDT (4:30 p.m. Central Daylight Time)

A complete application package should include:

Cover letter, Resume, (2) written letters of reference, Valid Class 5 Manitoba Driver's License, Criminal Record Check, Child Abuse Registry Check

Please forward necessary documents to:

Records/Data Analyst

c/o Inspector of Support Services

Manitoba First Nations Police Service

PO Box 37, Portage la Prairie, MB R1N 3B2

Fax: (204) 856-5389, Email: mfnp@mfnp.ca

MFNPS appreciates the interest of all applicants: only those who receive, and interview will be contacted. As an Indigenous employer we encourage First Nation, Inuit and Metis applicants to apply.