# Job Profile

Yukon University

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**IDENTIFICATION**

| Job Title: | Integrated Youth Services (IYS) Data Steward | Division: | |
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| Title of Immediate Supervisor: | | Position Number: | |
| Supervisor's Title: | | Effective Date: | |

## Purpose of the Role

*The Integrated Youth Services (IYS) Data Steward supports the ethical, consistent, and effective collection, management, and use of data to inform the development of Integrated Youth Services in Yukon. The role provides foundational data stewardship for the Yukon IYS initiative by exploring and establishing shared data practices, supporting service partners in data-related dialogue and activities, and enabling evidence-informed learning and improvement across the IYS network.*

*This position contributes to the development of a learning-oriented IYS system in the Yukon by strengthening data quality, supporting alignment with Indigenous data sovereignty principles, and facilitating participation in the national IYS Data Platform, while remaining grounded in Yukon's current data infrastructure and community context.*

## Key Responsibilities

*Lead the coordination, organization, and management of data related to Integrated Youth Services in Yukon, including service, program, and evaluation data, to ensure information is accurate, well-documented, and usable.*

*Develop Yukon-appropriate data practices, guidelines, and documentation, including data definitions, collection and analysis processes, and data-sharing approaches, in alignment with ethical, privacy, and Indigenous data sovereignty principles.*

*Work collaboratively with Yukon IYS service partners and the national IYS Data Platform team to support Yukon's participation in collaborative data initiatives and data sharing(?)while ensuring local context, capacity, and constraints are reflected.*

*Prepare summaries, basic analyses, and reports to support system learning, planning, and continuous improvement within the Yukon IYS initiative, thereby translating data into accessible information for diverse audiences.*

*Support the application of Indigenous data sovereignty principles (e.g., OCAP®) and culturally safe approaches to data use, thereby ensuring that data practices respect community priorities and ethical expectations.*

*Support IYS partners and colleagues by sharing guidance, tools, and resources related to data practices and contribute to the ongoing refinement of Yukon's IYS data approaches as capacity evolves.*

## People Leadership

*This position does not have direct supervisory responsibility. The IYS Data Steward exercises influence over data-related practices through functional leadership and the provision of guidance and subject-matter expertise to IYS service partners and collaborators. The role contributes to shaping shared approaches to data collection, management, and use by recommending best practices, supporting alignment across partners, and participating in discussions that inform data-related decisions within the Yukon IYS initiative.*

*The position requires the ability to influence practice through collaboration, clear communication, and relationship-building, particularly in conversations with service providers regarding ethical, consistent, and feasible data practices.*

**JOB ELEMENTS**

| Decision - Making |
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*The IYS Data Steward works independently on routine data coordination and documentation activities and contributes to decision-making by:*

- *Recommending data practices, tools, and approaches appropriate to Yukon's IYS context*
- *Advising on data-related considerations for reporting, evaluation, and on Yukon's participation in the IYS Data Platform*
- *Identifying data quality, privacy, or ethical issues and escalating as appropriate*
- *Contributing input to data-sharing discussions and documentation, with final approvals held by supervisors or governance bodies*

| Communication and contacts |
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*The IYS Data Steward maintains regular communication with a range of internal and external contacts to support data coordination and learning for Integrated Youth Services in Yukon. This includes:*

- *Exchanging and clarifying data-related information with Yukon IYS service partners to support consistent data collection, documentation, and reporting*
- *Collaborating with Yukon University colleagues, including research and administrative staff, to align data practices with institutional requirements and ethical standards*
- *Communicating with the national IYS Data Platform team and participating in communities of practice to support Yukon's participation in shared learning and reporting initiatives*
- *Preparing written materials such as summaries, guidance documents, and reports, and explaining data-related concepts to non-technical audiences*
- *Communication is primarily focused on sharing information, explaining processes, responding to questions, and supporting collaborative problem-solving.*

| Knowledge and Experience |
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*Education and Knowledge*

*Completion of a post-secondary degree in a relevant field such as data science, information management, computer science, public health, or a related discipline. Relevant coursework or training within or following a post-secondary degree program may also be considered,*

*Knowledge of data collection, management, and basic analysis methods, particularly in applied health, social, or community-based contexts*

*Understanding of ethical considerations related to data use, privacy, and confidentiality, including familiarity with Indigenous data sovereignty principles (e.g., OCAP®, CARE) or a willingness to learn*

*Knowledge of community-based or service-oriented systems, particularly in northern, rural, or Indigenous contexts, is an asset*

*Experience*

*A minimum of two (2) to four (4) years of relevant experience supporting data collection, coordination, analysis, or reporting in health, social services, research, or related settings*

*Experience in the development and administration of relational databases and/or relational data sets*

Experience working with multiple partners or organizations and supporting shared data or reporting processes

Experience preparing clear summaries, reports, or basic visualizations for diverse audiences

Experience working in cross-cultural or community-informed environments is an asset

Excellent organizational skills with high attention to detail and determined attitude towards ensuring accuracy and integrity.

Excellent problem-solving and critical-thinking skills; balancing strategic alignment with technology roadmap and emerging industry trends with practical delivery.

Proficiency in Microsoft Excel and Word (experience with R, Python, or data analytic software is an asset).

**WORKING CONDITIONS**

| Specific Working Conditions & Requirements |
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| Willingness to learn a common a programming language commonly used in data analysis |
| Work is primarily office-based, with extended periods of computer use |
| Occasional travel within Yukon or to meetings related to the IYS network may be required |
| Occasional evening or weekend work may be required to accommodate community schedules. |
| The role may involve working with sensitive or confidential information, requiring a high level of discretion and adherence to privacy and ethical standards |
| Work is performed in a collaborative environment with evolving processes, requiring adaptability and comfort with ambiguity as systems develop |