CPA CHARTERED PROFESSIONAL ACCOUNTANTS WESTERN SCHOOL OF BUSINESS

JOB DESCRIPTION

TITLE	NAME
Manager, Examinations Measurement and Reporting	Vacant

CLASSIFICATION LEVEL:	DIVISION	DEPARTMENT
KF 16 (Adj)	Exam Provider	CPA Professional Examinations

REPORTS TO (POSITION): Senior Manager, Examinations Administration and Reporting

PURPOSE:

The Manager, Examinations Measurement and Reporting is responsible for leading decisions regarding the design, development, maintenance, and enhancement of data systems, analytical tools, and reporting solutions across the end-to-end life cycle of high-stakes professional examinations. This role will establish standards, frameworks, and best practices for examination data management, reporting, and measurement processes. Reporting to the Senior Manager, Examinations Administration and Reporting and working as a member of the Exam Provider team, this role combines expertise in database application development, data engineering, automation, analytics, and reporting.

The incumbent collaborates with internal and external stakeholders to build and maintain secure, reliable, and scalable data infrastructure and reporting solutions that support examination operations, candidate result processing, psychometric measurement activities and organizational decision making. This role is fully accountable for ensuring the accuracy, integrity, confidentiality, and efficiency of the examination data and reporting processes.

RESPONSIBILITIES and ACTIVITIES:

Responsibility 1: Database and Application Development	**20**	**%**
• Design, develop, manage, and enhance the strategic framework and database applications that support examination data collection, processing, validation, and reporting, after consulting with key interested parties on their specific needs and incorporating these in the design and development.		
• Develop and optimize relational databases, data models, stored procedures, views, and automated workflows.		
• Develop, maintain, and ensure compliance with data strategy and integration policies and processes that combine information from multiple internal and external systems.		
• Create, implement, and review data quality controls, validation rules, exception monitoring, and audit processes to ensure data accuracy and integrity.		
• Lead the troubleshooting and resolution of database, application, and data-processing issues while identifying opportunities for continuous improvement.		
Responsibility 2: Data Engineering and Automation	**25**	**%**
• Design, develop, and manage automated data pipelines using SQL, Python, and related technologies.		
• Lead the building of scalable extract, transform, and load (ETL) processes to support examination and assessment data management.		
• Ensure the streamlining of manual processes through automation, workflow improvements system enhancements, working with key interested parties needs.		
• Develop, coordinate, and manage the framework, reusable code libraries, scripts, and technical documentation that support reporting and operational efficiency.		
• Monitor and optimize data processing performance reliability and scalability.		
Responsibility 3: Analytics and Reporting	**25**	**%**
• Design, develop, and manage dashboards, reports, and analytical tools that provide examination performance metrics, operational indicators, and strategic insights, in consultation with key users such as governance bodies, as well as external and internal users.		
• Lead complex analyses, interpret results, and communicate findings to technical and non-technical audiences.		
• Ensure the timely, accurate, and secure dissemination of examination results and reporting deliverables.		
• Create data visualizations that effectively communicate trends and performance outcomes through data preparation, validation, and analysis.		
• Collaborate with psychometric and assessment specialists to implement scoring, equating, standard-setting, and other measurement-related calculations.		
• Manage the examination results process to ensure accuracy and leading continuous improvement initiatives related to examination reporting and measurement systems.		
• Manage the process for candidate-facing documents, including transcripts, performance reports, feedback reports, and related communications.		
• Lead solicitation with key interested parties to ensure reporting continues to be effective and relevant.		
Responsibility 4: Data Governance and Compliance	**15**	**%**
• Ensure compliance with organizational policies, privacy legislation, security standards, and data governance requirements.		
• Manage controls and safeguards for confidential examination, assessment, and candidate information.		
• Coordinate and support audit, quality assurance, risk management, and regulatory compliance activities related to examination data and reporting.		
• Promote best practices in data stewardship, data quality, and information security.		
Responsibility 5: Project and Stakeholder Collaboration	**15**	**%**
• Collaborate closely with examination operations, reporting, psychometric, and technology teams to support business objectives.		
• Lead projects involving system enhancements, process modernization, reporting improvements, and technology implementations.		
• Provide technical expertise, guidance and training to examination coordinators and other team members, and identify opportunities for improvement where applicable		
• Develop and manage technical documentation, user guides, process maps, and related reference materials.		
• Influence key interested parties, including senior leaders and governance bodies, to support successful project and operational outcomes.		
• Manage the budget impacts of projects and ensure fiscal effectiveness and efficiency.		

KNOWLEDGE and EXPERIENCE:

- Bachelor's degree in Computer Science, Software Engineering, Information Systems, Data Science, or a related discipline.
- Minimum 5-7 years of progressive experience in database development, data engineering, business intelligence, analytics, or related roles.
- Experience managing the design, development, and maintenance of enterprise-scale database applications and reporting solutions.
- Experience managing reporting and analytics solutions within a highly regulated, data-intensive, or high-stakes environment.
- Proficiency in both English and French is considered an asset.
- Experience working with examination, assessment, or certification data is considered an asset.
- Knowledge of privacy laws and best practices is considered an asset.

SKILLS and ABILITIES:

- Proficiency in SQL, including database design, query optimization, stored procedures, and performance tuning.
- Proficiency in Python for data processing, automation, integration, and analytics.
- Experience managing relational database management systems such as Microsoft SQL Server or Access, PostgreSQL, or Oracle.
- Experience developing and managing ETL processes and automated data pipelines.
- Experience managing reporting and data visualization tools such as Power BI, Tableau, or similar platforms.
- Strong understanding of data architecture, data modelling, data governance, and data management principles.
- Knowledge of software development, lifecycle methodologies, version control systems, and development best practices.
- Strong analytical, problem-solving, and critical-thinking skills.
- Excellent communication and stakeholder management skills, with the ability to translate technical concepts into business-friendly language.
- Ability to manage multiple priorities, projects, and deadlines in a fast-paced environment.
- Ability to exercise discretion and manage highly confidential and sensitive information.
- Ability to build consensus and gain commitment from diverse interested parties on significant organizational decisions.

WORKING CONDITIONS

- The CPA Western School of Business is a hybrid organization with employees located primarily in Western Canada.
- Occasional travel for team and governance meetings, workshops, or vendor/site visits.
- Flexibility to work outside of standard business hours, including evenings and weekends, is required during peak periods.

SIGNATURES: The signatures below indicate that the incumbent and supervisor have read, discussed, and agreed that the information accurately reflects the work assigned.

INCUMBENT SIGNATURE: I certify that I have read and understood the responsibilities assigned to this position.

Click here to enter text. **Name**	**Signature**	Click here to enter text. **Date**

SUPERVISOR SIGNATURE: I certify that this job description is an accurate reflection of the responsibilities assigned to this position.

Click here to enter text. **Name**	**Signature**	Click here to enter text. **Date**