

DATA MANAGER

Toronto, ON

We are seeking a subject matter expert on all things data to join our team. The Data Manager will be responsible for managing proprietary and external compensation survey data, public disclosure and more. This role will have full autonomy to execute our data strategy with a focus on how we can best use data to inform solutions for our clients.

Interview Period: November / December 2025

Position Start Date: January 6, 2025

ROLE RESPONSIBILITIES

As a Data Manager, your responsibilities will include:

- Contributing to the development of a survey data strategy at Southlea
 - Working closely with internal teams to understand their data needs and provide insights
- Creating synergy between survey data and our compensation consulting work
- Overseeing the administration of existing compensation surveys – including pulse surveys (salary budget planning, HR metrics) and annual surveys (asset management, mid-size financial services, mining, general industry)
 - Managing the full calendar of events for each survey, including marketing efforts, communication with survey participants, data collection and validation, preparing survey results / reports, sharing information with participants and off-cycle planning for the next year
 - Applying statistical methods to analyze survey data, uncovering trends, correlations, and patterns
 - Presenting survey data findings to internal team members and survey participants, articulating the implications of the data and answering questions to facilitate understanding
 - Evaluating survey data methodologies and tools to enhance future survey designs and data collection processes
- Identifying market opportunities for additional (new) compensation surveys
- Maintaining awareness of third-party compensation surveys available in the market
- Connecting the dots between the various forms of data used across the team, including publicly available compensation and financial data
- Developing, implementing and enforcing data governance policies, standards, and procedures to maintain the accuracy and security of product data across systems
- Ensuring compliance with data management policies and maintaining documentation of data processes and continuously reviewing and improving data management workflows to increase efficiency and minimize errors
- Keeping up with industry trends, tools, and best practices to improve data analysis techniques and methodologies

We are currently operating on a hybrid basis, and the successful candidate will be expected to work from our office at 330 Bay Street in Toronto three days per week, with the opportunity to work from home / outside the office up to two days per week.

CANDIDATE PROFILE

Education

- An undergraduate degree in business, commerce, and/or other related technical fields

Experience

- 2-4 years of experience in survey data analysis (executive and broader workforce), preferably at a consulting firm, or a large organization that offered exposure to various survey data sources

Personal characteristics

- Proficiency in Microsoft Excel, other data analysis tools and other data visualization software. Familiarity with machine learning techniques is a plus
- Strong aptitude to analyze large volumes of data (quantitative and qualitative review) and to develop strategies for presenting findings and analyses of the data in a compelling way
- Proven ability to implement and enforce data governance policies and improve data review processes
- Proven track record in developing business storylines and insights based on data trends and analysis
- Strong communication skills, with both internal team members and external clients
- Proven ability to work collaboratively in a team-oriented environment

Other requirements

- Legally able to work in Canada

SOUTHLEA GROUP

Southlea Group (Southlea) is a trusted advisor in the development of people and pay programs, offering support through the full annual compensation cycle including executive, employee and board pay benchmarking, incentive plan design and supporting governance programs.

We also specialize in supporting companies through change and transformation, including special situations, M&As, IPOs and SPAC mergers. We bring an analytical, data-oriented approach to apply similar discipline as commonly applied to business and financial decisions.

We offer fresh insights and independent perspectives on people and pay programs to enhance business results. This means working collaboratively with Boards and executive teams, providing a holistic suite of services in the best interests of the organization and its stakeholders.

Our leadership team has over 65 years' combined experience working at the world's largest compensation advisor, embedded within a global multi-service firm. We have diverse backgrounds with strong qualifications, including CFAs and MBAs. At Southlea, we will leverage our world class experience to create strong and lasting client partnerships.

OUR VALUES

We are connected through a common purpose and are dedicated to making a positive impact on the environments in which we operate, guided by these values:

Inclusive and supportive

- We recognize that an exceptional team is our greatest asset and differentiator
- We value inclusivity of thought and experience, and encourage new perspectives
- We support the holistic wellbeing of our employees

Innovative and collaborative

- We work as a team, and when our team succeeds, we succeed
- We push one another to streamline our work, create efficiencies and improve processes
- We question the status quo and always ask if improvements can be made
- We strive to make our teammates and ourselves better with a focus on innovation and growth

Client-focused

- We collaborate and bring together key stakeholders to deliver programs that positively impact our clients
- We listen to our clients and work to understand their business priorities and challenges
- We are strong communicators and influencers
- We hold ourselves accountable to deliver high quality work

HOW TO APPLY

Please send your resume and cover letter to talent@southlea.com