

Organization: Canadian Council of Motor Transport Administrators (CCMTA)

Job Title: Manager, Data Administration and Compliance

Reports to: Senior Director, Executive Operations

About CCMTA

For all Canadians road safety is an issue that unites us. We have a shared commitment and responsibility to keep our roads safe and reduce serious injuries and fatalities – because when you go out on the road, you want to feel secure knowing that you and your family will arrive at your destination, safe and sound.

The [Canadian Council of Motor Transport Administrators \(CCMTA\)](#) is a national association whose members have responsibility to for the administration, regulation, and control of motor vehicle transportation and highway safety. Our vision is to have the safest and most efficient movement of people and goods by road in the world. We are the custodians of the National Safety Code and provide collaborative leadership in addressing Canadian road safety priorities and members' digital services through the Interprovincial Records Exchange (IRE) Network.

Established over 80 years ago, one of our functions is to exchange knowledge and data, using technology, to support members' needs.

The IRE Network was originally created and developed to facilitate electronic exchange of standardized driver and vehicle information among the Departments of Motor Vehicles in each Canadian jurisdiction. The network has been operational since 1988 and is the communications portal backbone system by which jurisdictions share driver and vehicle information nationally. In the mid-1990's, the IRE system was expanded to encompass safety-related issues; primarily to support vehicle safety and emissions recall campaigns and other road safety initiatives.

CCMTA has made substantial investments in the technology platform to modernize and upgrade this important business and safety tool. The modernization strategy also includes a business modernization.

CCMTA has identified an opportunity for a new role for a **Manager, Data Administration and Compliance** to support the enhancement of its current data administration and compliance practices.

Summary

The manager of data administration and compliance plays an important role in supporting the ongoing data governance and compliance at CCMTA. This role will identify opportunities for process improvement to enhance compliance and efficiency in data administration operations including implementation. The manager will support the oversight function on CCMTA agreements including developing, documenting, and implementing data administration governance policies, procedures, and standards and audit requirements.

Key Responsibilities

Contribute to the ongoing data governance and compliance review cycle at CCMTA. Identify opportunities for process improvement and implement changes to enhance compliance and efficiency in data administration operations.

Support the third-party data approval process by assessing third-party client data governance policies, compliance records, and security measures to ensure they align with our standards.

Support the development and implementation of CCMTA security policies, including the development and implementation of data administration policy, standards, and procedures.

Design and implement risk-based audit processes and compliance checks to assess third-party client compliance with CCMTA standards. Maintain comprehensive documentation of compliance assessments, audit findings, and corrective actions taken.

Develop and maintain a framework for ongoing monitoring of compliance with contractual obligations. Monitor contracts and take appropriate action based on Senior Management direction.

Develop and support the delivery of training to educate clients and staff on compliance requirements and CCMTA data governance best practices.

Support the preparation of annual reports to jurisdictions on the use of their data by third party clients.

Stay up to date with relevant regulations affecting data handling and privacy.

Education/Experience

- Diploma or bachelor's in business administration or a related discipline or equivalent work experience.
- Minimum of two years' experience managing or negotiating business contracts.
- Minimum of two years' experience or proven work experience in data administration or data management role.

- Experience working with data privacy and security regulations and technologies.
- Understanding of data administration and management functions.
- Proficient in MS Office (Excel, Word etc.).
- Familiarity with modern data systems and technologies.

Skills and qualifications for success

- Excellent written and verbal communication skills
- Exceptional attention to detail
- Interpersonal and listening skills
- Understanding of contracts, contractual language, and contract governance
- Critical thinking skills, research abilities, and ongoing legal knowledge desirable
- Strong project management skills and experience working with stakeholders and cross-functional teams

Language

- Bilingualism (English and French) is an asset.

Citizenship

- Canadian citizen or permanent resident (eligible to work in Canada) required.

Working with CCMTA

We're a small group (just 17 of us!) who are deeply committed to making a difference for Canadians, by making Canadian roads the safest in the world. We have an open and flexible culture, and our team is approachable, fun, and enthusiastic. We enjoy working together, and practice values of accountability, respect, collaboration, engagement, responsiveness and a people-first approach.

This is a full-time permanent position, working in a convenient, central location in Ottawa. This position is not remote; however, CCMTA has a hybrid work environment. Relocation assistance will not be provided.

You'll work a standard work week (36.25 hours), Monday to Friday. Our office is easily accessible by transit, as well as a biking/path network, and offers free outside parking.

You'll earn a competitive salary commensurate with experience, plus employer paid benefits and a defined contribution group pension plan. We offer flexible working hours, and in addition to three weeks' vacation, we have an office closure between Christmas and New Year's!

How to Apply

Please submit a résumé AND covering letter which summarize your experience and suitability for the position to the attention of the Senior Director of Executive Operations at info@ccmta.ca.

We are looking to fill this position ASAP and will assess applications, and contact qualified applicants, as we receive them. There is no official closing date for applications.

We thank all applicants for their interest. However, only those invited for an interview will be contacted.

CCMTA welcomes applications from persons with disabilities, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Accommodation is available on request during the hiring process. Applicants are asked to make their needs known in advance.