

EMPLOYMENT OPPORTUNITY

Business Analyst

Permanent Full-Time / External
Information Services
Competition No.: 2022-055



www.rdn.bc.ca

SKILLS/EDUCATION

- Degree in Computer Science or Business Administration
- Four (4) years experience,
- Or an equivalent combination of training and experience.

APPLICATION DETAILS

Please quote competition 2022-055 and submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit via [CLICKING HERE](#).

**Applications will be accepted until:
4:00 p.m., on July 07, 2022**

A Criminal Record Check is required as a condition of employment with the Regional District of Nanaimo.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Business Analyst in the Information Services department.

Reporting to the Manager of Information, Technology and GIS, the Business Analyst will be responsible for reviewing and analysing information technologies and providing solutions and recommendations to other departments. In addition, duties will include, lead and coordinate projects, liaise with stakeholders, assist with or act as Project Manager on IT projects, lead the evaluation, assessment, and co-ordination of system changes to improve efficiency, facilitate and follow-up during implementation and testing stages, prepare written reports for Board and Committee meetings, make recommendations on preferred solutions and develop business cases and value proposition documents, and other related duties as required.

QUALIFICATIONS

Qualifications include a degree in Computer Science or Business Administration, or a diploma in Information Technology augmented with formal training in the Business Analysis discipline. In addition, a minimum of four (4) years' experience in obtaining and documenting business requirements is required, or a combination of training and experience, and must have demonstrated practice in developing and implementing enterprise-scale business applications and with software procurement processes.

Candidates must also possess knowledge of current business process review and re-engineering techniques, knowledge and experience with records and document management software packages, strong analytical and problem-solving skills, be able to employ a high degree of discretion, and have excellent communication skills.

POSITION DETAILS

This is a permanent full-time (35 Hours per week) Union Position. The (2022) rate of pay is \$42.18 to \$44.41. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

Business Analyst

Information Services

POSITION SUMMARY:

Conducts the initial assessment of new IT initiatives for the purposes of determining the underlying business problems departments want to use technology to solve, identifying potential solutions and making recommendations. Develops business cases or high-level value propositions, as well as detailed costs/benefits and enterprise risk analyses.

Responsible for reviewing and analysing information technologies in the context of current and future business processes, with a view to recommending end-to-end business solutions that incorporate technical recommendations and the resulting impacts to business processes, including the composition and nature of work being performed in a department, organizational alignment and staffing levels.

Coordinate, plan, and participate in the evaluation of business and system requirements, and business process reviews. Make recommendations for business architecture improvements to meet the Department's business and information needs and strategic plans.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Lead and coordinate projects to review, analyze and evaluate business processes and enhance their efficiency to meet corporate strategies.
2. Liaise with stakeholders and sections to determine business requirements, plans, charters, business cases, proposals, and recommendations.
3. Assist with or act as Project Manager on IT projects and coordinate departmental, IT and external resources to ensure timely, effective implementation.
4. Lead the evaluation, assessment, and co-ordination of system changes to improve the efficiency of corporate systems and business processes.
5. Apply and adhere to Project Management and Business Analyst principles and the industry best practices.
6. Re-engineer and streamline existing business processes for improved efficiency to eliminate or reduce duplication and redundancy.
7. Research best practices and leading-edge options for business process solutions and technology.
8. Map business requirements to corporate and departmental strategies and goals.
9. Translate, coordinate and develop business requirements and reports into technical objectives and specifications for development teams.
10. Facilitate and follow-up during implementation and testing stages and provide input into the selection of products, strategies and designs by leading user committees and consulting with user groups.
11. Determine needs assessment and represent both the views of departments and the best interested of the RDN when proposing recommendations.
12. Keep customers and stakeholders informed through presentations, status updates, and workshops and champion corporate projects and committees as required.
13. Prepare reports, training material and documentation of both technical and non-technical nature to a broad range of users to ensure users can understand, adopt and implement new services.
14. Ensure compliance with policies and legislation on process redevelopment and proposals.
15. Manage data from various sources and utilize business intelligence tools.
16. Prepares written reports for Board and Committee meetings as required with Information Technology, Information Management and GIS.

17. Develop Service Level and Operating Level Agreements for key clients and systems; and monitors results against agreements.
18. Develops detailed business requirements to address business problems; including reviews of 'As Is' and 'To Be' business processes and technologies, organizational alignment and resourcing.
19. Analyze potential technology solutions to meet business requirements, including 'gap fit' analyses comparing business needs against existing enterprise applications, impact analysis on the existing IT environment, impact assessment on the business (process, staff / organization and external stakeholders).
20. Make recommendations on preferred solutions and develops business cases and value proposition documents including costs/benefits analysis, financial modelling, risk analysis and initial project planning (scope, budget, timeline, customer objectives and expectations).
21. Performs other related duties as required.

REQUIRED EDUCATION AND EXPERIENCE:

The successful candidate will have a degree in Computer Science or Business Administration, or diploma in information technology augmented with formal training in the Business Analysis discipline; and a minimum four years' experience in obtaining and documenting business requirements; or a combination of training and experience. The candidate must have demonstrated practice in developing and implementing enterprise-scale business applications and with software procurement processes.

The candidate must demonstrate knowledge of current business process review and re-engineering techniques; knowledge and experience with records and document management software packages, a thorough understanding of organization theory, design and change management. They must possess strong analytical and problem-solving skills, with the ability to analyze and anticipate implications of system changes on work processes and procedures.

In this position of trust, the Business Analyst will have access to sensitive information and as such must employ a high degree of discretion. They must possess excellent verbal and written communication and presentation skills, while exhibiting the skills necessary to establish and maintain effective working relationships with technical and non-technical staff. A high level of proficiency with PC applications is expected, as is the ability to work effectively in a timeline driven environment.

REPORTS TO: Manager, Information, Technology & GIS

SUBORDINATE POSITIONS: n/a