Recruiting Profile

Position Title:	Business Analyst
Department:	Information Technology
JE Band:	7
Reports To:	IT Program & Analysis Manager

Role Summary:	The Business Analyst works as a liaison among stakeholders in order to elicit, analyze, communicate and validate requirements of changes to information systems and their underlying business processes.

Major Duties	Percentage of Time
Meet with various department representatives to understand their business requirements and related information management needs.	40%
Convey business requirements to internal programmers or external IT resources and contribute to the creation of information management solutions to business problems. • Develop and maintain system documentation for all CPSA information system applications. • Perform systems analysis, translates business requirements into technical solutions applying structured project development life cycle. • Manage system projects in terms of documentation, prioritization and end-user testing/acceptance.	50%
Prepare ad hoc reports/data extracts for CPSA departments and external parties as needed.	10%
Other duties as required.	

Headcount Supervised	0
Supervision & Leadership	**Frequency**
Assigns and checks the work of others.	Moderate
Plans the work of a small work team.	Occasionally
Resolves work problems (ie. workflow, process or people).	Occasionally

Key Relationship	Type of Communication	Frequency
Employees within the department	Exchange	Often
Employees outside the department	Question	Often

Immediate supervisors	Provide	Occasionally
Managers (all)	Recommend	Moderate

Skills
Excellent written and verbal communicatons skills.
Project management skills and the use of project management tools.
Business process visual modeling and charting.
Collaboration/Meeting facilitation skills; decision making skills

	Education & Experience
Education	Advanced technical knowledge of a specific function or discipline (specialist), or general business knowledge of multiple functions or business processes (generalist) typically obtained through a 2-3 year post-secondary diploma, or equivalent
Experience	Requirement for 5 to 8 years of related experience

Last Updated	April 25, 2022