Business Analyst (2 year contract/job rotation)
Information Technology Services Department

Job Number	ITS-263-19
Employment Status	Contract/Job Rotation
Position Overview	As a member of a team of ITS Business Analysts, this position will use a customer centered approach to provide internal consulting to business partners and facilitate technology solutions to assist the corporation to meet its business objectives. This position will work with business partners, service providers and in consultation with other ITS Department staff.

Responsibilities

As a key member of the Strategic IT Service Delivery team, the Business Analyst is responsible for:

- Leading the IT team and maintaining a detailed IT Project Plan (including: Procurement, Vendor Management, Server & Storage, Enterprise Architecture, IT Security, Business Continuity, Network & Telecom, Infrastructure, Data Migration, Vendor Demos, Desktop Services and Application Operations).
- Managing relationships with business partners to provide professional consulting services with regards to the effective use of applications and innovative technology.
- Providing expertise to business partners in preparation of project briefs, specifications, request and evaluation for proposals, functional requirements, technical requirements, implementation plans, project work plans, service level agreements, strategic roadmap, project budgets, IT Contracts and project related documentation.
- Acting as a Project Leader and facilitator on the implementation of IT solutions for the organization, the implementation of the IT Business Strategy, IT Project Reporting and ITS project work plans.
- Coordinate with the project manager to ensure successful project implementation.
- In conjunction with business partners, updating business processes to reflect best practices and life cycle management to enable them to achieve operational efficiency and to promote the use of existing technology investments.
- Negotiating with vendors for the acquisition of third party application software and facilitating the implementation of the vendors IT requirements.
- Working collaboratively with technical staff to: maintain awareness of existing applications, their interfaces, data, new innovative functionality and strategic life cycle requirements to determine the impact on business partners.

Requirements

The successful candidate will possess a 3-year University Degree or equivalent. Experience in business process reengineering and managing complex IT projects is essential. Certification in Business Analysis (BA), Project Management (PM) and Business Process Management (BPM) is required.

Experience in large technology projects and a keen understanding of legislative and technology changes and impact on City systems is an asset.

Salary Range	$80,326-$100,407 (Grade 11)
Posting Close Date	January 15, 2020
How to Apply	To apply, please visit www.burlington.ca/careers and click on "View Jobs". Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

We thank all applicants and advise that only those to be interviewed will be contacted.

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