



**Position Title:** Business Analyst I

**Position Status:** Full-Time Regular

**Department:** Project Delivery

**Employee Group:** Teamsters Local 31

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** PG 28 \$3,246.55 - \$3,835.98 bi-weekly

**Our Project Delivery Department is seeking a Business Analyst I who will support the development of a project management centre of excellence at Metro Vancouver. The successful candidate will be part of the Projects and Portfolio Management team whose main mandates are focused on:**

- **Improvement of project management practices across the organization**
- **Improvement of training and technical knowledge management for Metro Vancouver**
- **Development of standardized project and portfolio reporting**
- **Supporting the planning and execution of a portfolio of capital projects valued at over \$6 billion over the next 5 years**

**You are: A business analyst or project manager who has 3-5 years of experience in the development, implementation and sustainment of business systems in large organizations. You have the ability to focus on specific issues to identify the root causes and to develop solutions that align with the strategic goals of the project and the organization.**

**This role:**

- Identifies and understands business problems in client departments; translate business objectives into system requirements using analysis and modeling tools; designs and develops high quality business solutions in consultation with internal and external stakeholders; assesses the impacts of proposed solutions on the organization's operations and comes up with a recommended solution; liaise with clients during preliminary implementation and testing of new business processes, tools and services.
- Acts as project manager regarding the development of business processes, information systems and implementation of technology; documents the complex areas of project scope, objectives, added value or benefit expectations; documents current and alternative business processes using computer-aided software engineering (CASE) tools; prepares business cases, conducts feasibility studies, and analyzes cost effectiveness; prepares requests for proposals, selects suppliers, monitors post-implementation system performance and performs benefits realization.

- Acts as a liaison between client departments and contractors; assists in the resolution of service problems and issues; participates in the development of disaster recovery plans.
- Prepares reports and makes presentations related to the work performed; conducts product and market research to maintain up-to-date knowledge of developments in the project management and information technology industry.
- Performs related duties as required.

**To be successful, you have:**

- University graduation at the Bachelor's level in computer sciences, business or engineering plus sound related experience in business systems analysis, or, an equivalent combination of training and experience.
- Considerable knowledge of problem definition and analysis related to business processes and systems planning.
- Considerable knowledge of the principles and practices of administrative management and project management.
- Considerable knowledge of information technology components, processes and developments.
- Considerable knowledge of the functions of departments served and their requirements in information technology.
- Considerable knowledge of departmental policies and procedures.
- Ability to document, analyze and assess a variety of information, identify priorities and resources and propose alternative business processes.
- Ability to act as project manager regarding the development and implementation of systems.
- Ability to establish and maintain effective working relationships with a variety of internal contacts and to provide advice and assistance on matters related to the work.
- Ability to communicate effectively orally and in writing and to present proposals in non-technical language.
- Ability to perform assigned duties under minimum supervision.

**Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

We are committed to diversity, equity and inclusion and being representative of the region we serve. We invite all qualified candidates to apply including Indigenous People, visible minorities, immigrants, LGBTQ2S+, all genders and persons with disabilities.

Metro Vancouver requires all new hires to be fully vaccinated against COVID-19 (subject to any exemptions and accommodations) and provide proof of vaccination upon hire. *Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by May 19, 2022.*