

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

Business Analyst, Strategic Initiatives **Administration Department** (Contract position, 35 hours per week)

The Town of Orangeville (“Town”) has a contract opportunity available for the position of Business Analyst, Strategic Initiatives. In this role you will be a key member of the Strategic Initiatives team reporting to the Senior Advisor, Strategic Initiatives working closely with the Town’s senior leaders to deliver on corporate priorities. You will be working across all departments and divisions with management and key staff in subject matter expert roles. Core to the role will be business needs assessments, development of business requirements, charter development, project plan development and management of work packages and smaller projects. This is a contract opportunity, expected to be up to eighteen (18) months in length, and the Town intends to hire two incumbents.

Job Duties:

- Perform gap analysis, create process maps, and identify optimization opportunities; create business process management roadmaps with project plans, including mapping timelines, tasks, milestones, benefits, and key performance indicators; eliminate redundancies and automate workflows; tie existing processes and solutions together to develop end to end solutions; and deliver operational readiness documents, business process changes, and user training and materials.
- Work with staff to understand business needs and provide input into the 'art of the possible', prioritization, and ensuring alignment with Town and Department goals and key performance indicators; collaborate with stakeholders on business objectives, define the scope of proposed solutions, and support stakeholders throughout projects; identify problems/risks, recommend solutions/strategies, and translate the corresponding needs into business requirements; identify and prioritize data enhancement opportunities to problems and process automation; participate in the approval of proposed solution components and in quality control/quality assurance; and facilitate business requirements workshops.
- Track project progress and communicate its status to management and project stakeholders; maintain project documentation, plans and reports; assist teams in directing and coordinating project work by assigning tasks and controlling as needed; and co-ordinate tasks with external stakeholders as required.

- Participate in the planning, coaching, communication, and execution of actions that lead toward delivery and adoption of projects and solutions; lead change initiatives related to project implementation; facilitate training related to implementation; and in partnership with Corporate Communications develop communication material, collateral, and co-ordinate distribution internally.
- Prepare reports, make recommendations, and represent the Strategic Initiatives Division as required.
- Other duties as assigned.

Qualifications:

- University degree in Business Management or related discipline or acceptable equivalent combination of education and relevant business experience.
- Minimum five (5) years of previous experience as a Business Analyst in a municipality.
- Valid G driver's license.
- Demonstration of collaboration across teams such as technology, analytics, risk & compliance, program, service & operations, experience in co-ordinating and facilitating workshops and brainstorming sessions ensuring requirements are captured, all participants are engaged, and there is a workable outcome.
- Proven analytical and problem-solving abilities to resolve complex business and technology issues, demonstrated experience working with senior decision makers, peers, and all levels of staff.
- Experience analyzing business rules and processes, time estimating and reviewing, and experience co-ordinating and leading business projects, ensuring projects are completed on time and within budget.

The successful candidate will be required to complete a background check, including but not limited to a Criminal Record Check, in accordance with the duties of this position.

Salary Range: \$83,476.30 to \$97,655.46, Band 10 on the Town's 2024 Pay Grid, plus a contract benefits package

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Mayer, Co-ordinator, Human Resources, no later than 4 p.m. on **Friday, March 8, 2024**. Applications may be submitted online or submitted in person to the Town Hall located at 87 Broadway. Please do not email your application.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.