



Position Title: Business Analyst II

Position Status: Full-Time Regular

Department: Human Resources and Corporate Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T30 \$3,946.90 - \$4,674.08 bi-weekly

Our Human Resources and Corporate Services Department is seeking a Business Analyst II who will work as part of the IT-Project Management Office (PMO) to help develop and evolve the project management and change management practices within the IT PMO. You will be a part of a team of IT professionals helping create a standardized and lean approach for IT Project Management at Metro Vancouver, aid in the development/adjustment of the integrated project management framework, and aid Metro Vancouver departments throughout the organization move through changes in business processes including, but not limited to technology. You will also act as a Project Manager on a variety of projects of varying complexity.

You are an innovative, eager and motivated self-starter with a passion for project management, change leadership and the Project Management Office. You have hands-on experience in leading and implementing IT projects. You value teamwork, communication, customer satisfaction, and fun.

This role:

- Coordinates strategic and tactical business and business systems planning for client departments; defines the process and criteria; provides specialized advice on planning activities using internal and external resources; evaluates plans and recommends changes; coordinates major projects to effect the re-design of business processes.
- Assists a superior in workload planning, project scheduling and the development of corporate information technology plans including operational standards; negotiates contract terms with suppliers; provides post-system implementation reviews in an audit capacity, as required.
- Assesses business plans or coordinates business systems planning, in client departments; provides advice regarding MVRD technologies; identifies priorities, resource requirements and opportunities for application of technologies; gathers and analyzes data; documents current and alternative business processes using CASE tools; develops disaster recovery plans.

- Acts as project manager regarding the development of information systems and implementation of technology; documents requirements, prepares business cases, conducts feasibility studies, and analyzes cost effectiveness; prepares requests for proposals, selects suppliers and monitors post-implementation system performance.
- Acts as project manager in the development and implementation of large-scale management systems for utilities; documents requirements; prepares business cases and requests for proposals; selects consultants, negotiates contract terms and monitors progress; performs workload planning and scheduling for the development, implementation and maintenance of the systems; liaises across the utility and with consultants to improve management system tools and work processes; coordinates and advises on utility financial management and business planning.
- Acts as a liaison between client departments and contractors; assists in the resolution of service problems and issues; provides advice and guidance to other staff engaged on projects of less complexity.
- 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 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 considerable related experience in business/management systems analysis, systems planning, and/or in an engineering environment; or an equivalent combination of training and experience.
- Project Management Professional (PMP) would be considered an asset.
- Certified Scrum Master (CSM) would be considered an asset.
- Thorough knowledge of business and business systems planning principles, methods and standards.
- Thorough knowledge of problem definition and analysis related to business processes and systems planning.
- Thorough knowledge of the principles and practices of administrative management and project management.
- Considerable knowledge of information technology components, processes and developments related to the work performed.
- 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 assist in the development of corporate standards and to perform other administrative tasks related to the work performed.
- 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.
- Driver's Licence for the Province of British Columbia.

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.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by April 10, 2024.