



# PERMANENT FULL-TIME BUSINESS ANALYST/PROJECT MANAGEMENT SPECIALIST

(Competition 23-126)

## Position Overview

The City of Nanaimo is seeking a permanent full-time Business Analyst/Project Management Specialist. Under the direction of the Director, Information Technology, the Business Analyst/Project Management Specialist is the department's knowledge lead for business analysis and project management. The incumbent works both internally with the department and with client departments to analyze current business practices, identify opportunities for process improvement or technological change, and assist in evaluation and business case development for proposed projects. The incumbent develops and maintains appropriate project governance structures and methodologies for use across all technology portfolio projects, provides recommendations and mentorship to develop and maintain strong project management competencies across the Information Technology Department, and acts as project manager on large technology projects.

## Qualifications

Applicants must have a University degree in Information Technology, Finance, Business or a directly related field, as well as a minimum of 4 years of experience in delivery of project management and business analysis expertise with technology-based initiatives (e.g. software applications, hardware system integrations) in enterprise environments. Professional certification in project management (e.g. PMI-PMP, Certified ScrumMaster) and/or business analysis (e.g. PMI-PBA, IIBA-CBAP) is required, as well as a valid Class 5 BC Driver's Licence.

## Additional Information

This is a unionized position. \$56.68 per hour - after Probation (Jan 2024 Rate), based on a 35 hour work week. Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to [employment.opportunities@nanaimo.ca](mailto:employment.opportunities@nanaimo.ca) referencing the specific competition 23-126. For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. Only those legally entitled to work in Canada will be considered.

# Discover What's Possible

The City of Nanaimo is a growing, livable urban centre that still maintains its historic charm. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Metro Vancouver, and a 90 minute drive from Victoria. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

## Posting Date

Monday, April 15, 2024

## Application Deadline

Open until filled

## Contact Information

Human Resources  
City of Nanaimo  
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