



## **Business Analyst**

**Temporary Full-Time – 35 hours per week**

**(approximately 10 months)**

**\$47.78 - \$59.73/hour**

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

### **Come work with us!**

We are currently recruiting for a temporary full-time **Business Analyst** to join our Integrated Business Solutions team.

### **What is the Opportunity?**

We are seeking a resourceful and motivated professional to join our Integrated Business Solutions team as a Business Analyst to work collaboratively with internal and external stakeholders to identify technology solutions that meet business needs. Reporting to the Manager, Integrated Business Solutions, you will be part of a team that supports the ongoing enhancement of corporate systems to ensure that our technology platforms deliver value to the organization.

### **What will you do?**

- Perform business analyst tasks across the project lifecycle: requirements, design, build, test, implement and post-production support.
- Facilitate workshops for requirements development and clarification.
- Analyze and document user stories to help communicate business need.
- Translate business requirements into system specifications.
- Plan, coordinate and conduct user acceptance testing of fixes and enhancements, perform testing activities as required.
- Evaluate and improve existing business and application procedures and processes.
- Research and recommend application direction to deliver business requirements.
- Develop options for policies, procedures, business process reviews, management practices and recommend changes to support management functions and improve efficiency and effectiveness of service delivery.

### **What do you need to succeed?**

You are the ideal candidate if you have the following:

- Post-secondary degree focusing on Information Systems, Business or a related field.

- A post-secondary diploma and equivalent years of related work experience will also be considered.
- A minimum of five years' experience as a BA working on complex, cross-functional projects.
- Strong analytical and problem-solving skills.
- Excellent communication skills, both verbal and written.
- Ability to work independently and manage multiple priorities in a fast-paced environment.
- Ability to interact with business partners at all levels of the organization to collect and document business requirements.
- A business analysis certification would be considered an asset.

#### **MyRewards@COL**

- Competitive wage
- Annual City of Leduc recreation pass, including access to free drop-in programs
- Flexible work arrangements, including a hybrid work environment
- Safe office location in a park-like setting
- Free parking

If this sounds like you, please apply through our website at [www.leduc.ca/careers](http://www.leduc.ca/careers).

Successful candidates must be willing to provide a current Criminal Records Check at own expense.

Competition closes at **11:59 pm (MT) on 18 August, 2024**. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be contacted.