Business Analyst IT (Temporary, approximately 1 year)

Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

Resumes are being accepted for the temporary position of **Business Analyst IT** within the Information Technology department. Reporting to the Manager, IT Strategy and Design, the successful candidate will develop project artifacts including business requirements, stakeholder requirements, solution requirements, transition requirements, and be a key project stakeholder on large strategic corporate projects and initiatives.

Key duties and responsibilities

- Leads the engagement with business to elicit, analyze and document the project requirements to deliver the Business Case, User Stories and Business Requirement documents.
- Translate business needs into technology solution requirements, Statement of Work to facilitate solution alignment with fit for purpose architecture.
- Functions as a key project stakeholder on large strategic corporate projects and initiatives.

- Participates in Steering Committee meetings and provides recommendations to the Steering Committee, including prioritization and escalation point for roadblock removal.
- Works with IT management team to prioritize project requests based on strategic importance and impact to the organization.
- Assess SaaS Application requests to identify risks, mitigation strategies for ensuring compliance to legal, privacy and security.
- Responsibility for oversight of other staff (i.e. external contractors, students, guidance on IT resources).
- Negotiates innovative business solutions that satisfy customer needs, are consistent with architectural guidelines, and conform to security standards.
- Works with business to map as-is and to-be processes specific to project.
- Works with multiple stakeholders to assess the impact of proposed solutions, facilitate deployments and minimize disruption to services.
- IT performance / KPI reporting - working with the IT Management Team to define effective measures for ensuring business outcome from project delivery.
- IT governance support; working with General Manager and IT Management to coordinate and support governance framework operation.
- Support the IT Architecture function in preparing and communicating Solution Architectures, Current State and Target State.
- Other duties as assigned.

Qualifications and requirements

- Completion of a degree or diploma in Business Administration or a related discipline.
- Experience performing duties related to business systems analysis including data management, business reporting and process re-engineering.
- Training in LEAN techniques, or willingness to commence LEAN training within six months of accepting the position.
- Considerable experience working with enterprise applications, gathering requirements, preparing Statement of Work, and implementing technology solutions to improve efficiency and/or service levels, preferably in a municipal environment.
- Awareness, curiosity, and adaptability to bring together diverse teams to achieve a goal.
- Excellent interpersonal, collaborative, and organizational skills with the ability to manage multiple tasks and priorities to meet deadlines.
- Ability to work well under pressure, complete multiple assignments and take initiative.
- Ability to exercise discretion, good judgement, diplomacy and confidentiality in all aspects of day-to-day work.
- Ability to influence and communicate with all levels of staff and stakeholders.
- Ability to partner with multiple stakeholders and influence project decisions.
- Certification with the IIBA (ECBA, CCBA, or CBAP) is an asset.
- Candidates with equivalent combinations of education and experience may be considered.

Hours of work

35 hours per week, Monday to Friday, between the hours of 8:30 a.m. and 4:30 p.m.

Pay/Salary

Non-union Grade: 6: $50.31 – $62.89 per hour

How to apply

Qualified applicants are invited to apply using our **online** application system by **July 21, 2024.** Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.