
Non-Union

Job Title:	Senior Asset Management Analyst		
Job Opening Id:	39734	# Required:	1
Business Unit:	Corporate Services	Division:	Asset Management
Location:	Headquarters Campbell West	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Regular
Salary Grade:	6	Salary Range:	\$ 83,550.00 - \$ 98,290.00
Post Date:	2024-08-13	Close Date:	2024-08-26

ABOUT US

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, email related questions to diversity@niagararegion.ca. To send input on reducing barriers in the current hiring process, please email myhr@niagararegion.ca

Don't have every qualification?

You may be hesitant to apply if you do not have every qualification listed in the posting. While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds and varying levels of experience and education to apply. Our recruiters will evaluate your suitability for the role.

Please note that for unionized roles, we must follow collective agreement requirements. However, we encourage all interested candidates to submit their applications. We believe success in a role can extend beyond meeting every single requirement.

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements including hybrid work arrangements to support better work-life balance for our employees. Where operational needs align, and while ensuring business requirements and customer service expectations are achieved, employees may have an opportunity to work within a hybrid model, combining working from home and working in the office.

The Senior Asset Management Analyst position is eligible for Niagara Region's Hybrid Work Model, with the opportunity to work 50% of the time from home and working 50% of the time in office at Niagara Region Headquarters (Thorold, Ontario). **Please note that fully remote work is not available for this position.**

Job Summary

Reporting to the Manager, Asset Management, the Senior Asset Management Analyst is responsible for the organizational asset data and asset information needs and integration of Asset Management systems; finding efficiencies and improvements in existing asset management systems and processes; and planning and implementing new systems and processes that help business units align with strategic objectives while maintaining consistency with the corporate asset management strategies.

Education

- Post-secondary degree in Engineering, Data Management, Statistical Analysis or a related discipline.
- Asset management certification or training considered an asset.
- Formal training in business process analysis, project management or other similar discipline is an asset.

Knowledge

- 8 years' experience in asset management, or a related field such as operations, engineering or finance in a medium to large organization of a complex diverse nature.
- Professional designation(s) such as P.Eng. or CPA is preferred.
- Minimum of 5 years' experience leading process reviews, facilitating needs assessments, and coordinating implementation
- Knowledge of municipal asset management principles, processes and practices including working knowledge of relevant legislative requirements and financial planning.
- Experience implementing technology solutions, developing performance metrics, and monitoring and measuring to evaluate success.
- Knowledge and experience in the development of asset management plans and the use of asset management software, such as CMMS and DSS.

Responsibilities

Leads and facilitates business analysis activities and needs assessment sessions with business area experts, managers, and senior managers. (35%)

- Gathers divisional business requirements, formulating logical statements of business problems and facilitating/leading the process for devising alternatives and solutions to business problems.
- Provides technical expertise for the development and configuration of corporate frameworks, standards and guidelines to divisional area work methods and leads such initiatives.
- Identifies and documents improvement opportunities through consultation with divisional staff and key stakeholders to determine critical issues, scope, objectives, methodologies and timing.
- Define business improvement initiatives and collaborate with divisions on option development, evaluation, recommendation and implementation of appropriate solutions.
- Review business processes and work flows to improve the efficiency and effectiveness of operations, assess risks, establish service standards, assist in implementing required changes, and utilize performance measures to monitor the improvements achieved.

Leads Asset Management Office projects, ensuring delivery of defined scope within budget and timelines with consultation of business area experts, managers, and senior managers. (20%)

- Supports the adoption and implementation of corporate asset management frameworks that are aligned with corporate objectives.
- Collaborates with the Manager, Asset Management to provide support for the design, development and enhancement of asset management system solutions.
- Develops project scope, schedules, risk assessments and plans, assigning tasks, managing implementation activities, ensuring adherence to schedules and costs, tracking and monitoring progress and ensuring project team and divisions are informed.
- Develops and supports corporate prioritization methodologies, reviews and evaluates the results, and coordinates with corporate Finance for the development of annual budget recommendations to Council.
- Develops end-user documentation and co-ordinates training to support divisional understanding and /acceptance of new processes.

Collaborates with the Asset Management Office team to gather data to enhance reporting and asset management, across the organization (20%)

- Develops corporate and service area descriptions and analysis for inclusion in the Corporate Asset Management Plan and ensures regulatory requirements are addressed
- Develops and implements of standardized business processes, policies and procedures, workflows, reporting structures including supporting system configurations.
- Reviews and provides guidance on data and information summaries prepared by Asset Management Analysts.
- Coordinates and reviews audits of data, systems and asset management practices and provides reports on compliance.

Prepares reports, memos, drafts, letters, guidelines, charts, visual analytics, presentations and procedure and process documentation and conducts presentations to meet divisional requirements. (15%)

- Contributes to the development of strategic and implementation plans, ensuring that major initiatives are in line with Asset Management Office and the Region's strategic direction,

- Identifies methods, tools and solutions for sharing data and results and visualizing information easily and simply within organization.
- Collaborates across the organization and with external partners to develop and participate in mutually beneficial data sharing initiatives and share information broadly within the corporation
- Documents process flows and procedures, ensuring they are maintained and accessible.
- Collaborates with Asset Management Office to develop innovative training materials and job aids for users on systems/procedures and facilitates training sessions for end-users.

Identifies opportunities to improve/enhance processes and business solutions. (10%)

- Provides input on interpretation of new or revised legislation and legal or policy decisions and implications to current asset management practices.
- Reviews technical literature regarding system methodologies, develop productivity tools and techniques.
- Explores and evaluates new techniques, practices, or technologies that meet the corporation's strategic goals

Perform other related duties and responsibilities as assigned or required.

Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values of service, honesty, choice, partnership and respect.

How to Apply

Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values. To view the full job description, requirements and apply on our Careers Site, visit our Careers page - Job Opening **#39734** (<https://www.niagararegion.ca/government/hr/careers/>)

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges, today!

Let us know why you would be an excellent team member by submitting your online application no later than **August 26, 2024**, before midnight by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.