

IT BUSINESS ANALYST

Position ID: J1024-0205

Job Type: Full Time

Department: IT Emerging Solutions

Number Of Positions: 1

Min Salary: \$86,796.00/Year

Max Salary: \$108,495.00/Year

Closing Date: Nov 06, 2024

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The IT Business Analyst is responsible for driving high level business analysis and providing strategic advice in support of the City's technology projects. The Business Analyst is responsible for identifying and refining new and existing business processes, requirement management and full traceability through the IT project lifecycle. A key requirement is to build and leverage relationships to support the project goals, objectives, and project deliverables.

Responsibilities include:

- Liaise with and develop strong working relationships with project teams, sponsors, vendors, technical staff and end users
- Analyze, define and document complex business and system requirements to ensure traceability through solution design, testing and implementation
- Analyze and document process diagrams for current, future and implemented states in collaboration with the business
- Schedule and facilitate sessions/workshops for requirements, testing and training needs under a project

- Identify and provide detailed tasks to inform the project schedule
- Identify risks and recommend mitigation strategies to the Project Manager

You Bring:

- Diploma or Bachelor of Science degree in Computer Science, Software Engineering, Computer Engineering, or equivalent
- Business analysis training or equivalent e.g. Certificate of Competency in Business Analysis (CCBA), Certified Business Analysis (CBAP), Entry Certificate in Business Analysis (ECBA)
- Minimum of 5 years of experience as an IT Business Analyst
- Experience with process re-engineering, including capturing use cases
- Knowledge of and experience with Business Analysis Methodologies (e.g. BABoK)
- Experience working in a municipal government setting would be an asset
- Results-focused self-starter with excellent time management and organizational skills adept at effectively dealing with multiple competing priorities while meeting deadlines
- Strong communication and presentation skills, demonstrating tact and diplomacy in order to establish strong and successful working relationships with external and internal affected parties
- Ability to establish effective, collaborative working relationships and an ability to build trust with staff across all levels of the organization
- Experience in researching and recommending solutions that would fit with the corporation's IT landscape
- Strong team player with a demonstrated commitment to service excellence, quality and client communication

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This full time position (37.5 hours per week) includes a comprehensive benefits and pension package.

Next Steps:

Candidates are invited to apply online at www.airdrie.ca

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.