



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Regular Full-Time Project & Business Analyst **Posting Number:** 005416

Department: Safety & Facilities **Branch:** Municipal Law Enforcement & Licensing Services

Location: Consolidated Operations Depot

Posting Start Date: 2025/06/19 **Posting End Date:** 2025/06/30 by 4:30p.m.

Employment Group: CUPE 251 **Salary Grade:** 11, \$43.03 - \$50.59 **Standard Weekly Hours of Work:** 36.25 **Shift Work Required:** No

Job Description

Reporting to Manager, MLELS Admin and Business Services, this Project & Business Analyst position is responsible for analyzing service delivery metrics, developing dashboards and performance reports, overseeing small-scale projects, and supporting policy, program, and business planning initiatives across the Branch.

Responsibilities:

- Act as the data analysis and business intelligence lead for the Branch to drive and inform operational and policy decisions (e.g. Automated Speed Enforcement; Key Performance Indicators for Licensing and Enforcement operations; and other Regulatory Programs)
- Design and maintain interactive dashboards and digital maps to extract insights, support operational improvements and enhance decision making (utilize tools such as Power BI, ArcGIS Pro and Environics Analytics)
- Support cross-functional teams from different branches and departments, applying project management methodologies, to develop new and innovative regulatory programs and services

- Lead the preparation and submission of the Branch's annual report, from data collection through final delivery
- Prepare regular reports, communications materials, and presentations
- Research evolving trends and stay informed on legislation and best practices to support continuous improvement
- Monitor budgets and identify opportunities for cost savings
- Prepare and maintain website content while ensuring accessible standards are met
- Support the administrative function within Municipal Law Enforcement & Licensing Services during peak workloads
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Other duties as assigned

Requirements:

- Completion of a four (4) year University Bachelor's Degree in Business, Business Administration, Data Analytics/Science, Statistics, GIS/Geomatics, Computer Science, Mathematics or a related field, plus a minimum of three (3) years' of relevant work experience in business analysis and data-driven decision support, preferably in a public sector environment, or an equivalent combination of education and experience
- Certification from International Institute of Business Analysis™ (IIBA®) or willing to obtain
- Certification from Microsoft Certified: Power BI Data Analyst Associate or willing to obtain
- Experience in developing and maintaining dynamic dashboards using data visualization tools
- Experience in utilizing ESRI ArcGIS Pro and ArcGIS Online to generate maps and conduct special analyses
- Advanced skills in Microsoft Office applications (Word, Excel, Power BI, Power Point, Visio, Access), Project Management Software and Adobe Acrobat
- Advanced knowledge of information systems and database applications (e.g. Officer Enforcement, CityView, Lagan, and PeopleSoft)
- Strong critical thinking abilities and excellent communication skills
- Knowledge of relevant by-laws that are administered by the Branch and applicable provincial legislation (e.g. Municipal Act, 2001, Planning Act, 1990, Building Code Act, 1992, etc.)
- Certification with Lean/Six Sigma methodologies and A.M.C.T.O (e.g. Municipal Administration Program) is preferred

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

Apply online: <https://oshawa.jobs.net/jobs>

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

City of Oshawa employees need to apply through the intranet (iConnect) in order to be considered as an internal candidate. All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.