



Provincial Job Description

TITLE:
(506) Senior Business Analyst

PAY BAND:
16

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates assessment of business needs and assists in the implementation of technical solutions. Acts as a liaison between business units/departments and Information Technology personnel.

QUALIFICATIONS:

- ◆ **Business diploma - Management**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Advanced computer skills**
- ◆ **Advanced programming skills**
- ◆ **Advanced program management skills**
- ◆ **Advanced project management skills**
- ◆ **Communication skills**
- ◆ **Interpersonal skills**
- ◆ **Ability to lead and coach others**
- ◆ **Analytical skills**
- ◆ **Problem solving skills**
- ◆ **Decision making skills**
- ◆ **Ability to work independently and as a member of a team.**
- ◆ **Valid driver's license, where required by the job**

EXPERIENCE:

- ◆ **Previous:** Forty-eight (48) months related previous experience working with business units/departments.

KEY ACTIVITIES:

A. Administration

- ◆ Plans, designs, assigns resources, monitors/tracks progress and implements projects related to new business processes.
- ◆ Provides functional guidance to a project team or work group.
- ◆ May assist with staff selection for projects.
- ◆ Provides input into performance appraisals and performance reviews for project staff.
- ◆ Prepares and presents requests for proposals for business application solutions.
- ◆ Participates in vendor selection.
- ◆ Assists with the negotiation of contracts with vendors.
- ◆ Provides training for project staff.

B. Change Management

- ◆ Consults and liaises with business stakeholders and Information Technology personnel to translate business needs and objectives (e.g., business processes, system data requirements).
- ◆ Advises on business process improvements and business process reengineering.
- ◆ Facilitates project teams to achieve technology implementation objectives.
- ◆ Acts as a business change agent within the organization.

C. Planning / Analysis / Design

- ◆ Advises on project planning and project management responsibility and actions to implement business technology solutions.
- ◆ Prepares financial assessments and performs cost analysis.
- ◆ Develops, documents and validates business requirements.
- ◆ Develops and maintains documentation (e.g., business requirement specifications, system specifications, user interface designs).
- ◆ Performs process modeling and business processes redesign duties (e.g., process reengineering, physical data modeling, logical data modeling, data model reviews).
- ◆ Participates in prototyping potential solutions.

D. Implementation

- ◆ Develops acceptance criteria to demonstrate achieved business requirements.
- ◆ Performs unit, system, interface and integration testing.
- ◆ Performs user acceptance testing.
- ◆ Implements technology solutions.
- ◆ Performs post-implementation audits and reviews.
- ◆ Performs on-going support of technical solutions for end users.

E. Related Key Work Activities

- ◆ Performs system administration or system management duties.
- ◆ Implements and supports data quality initiatives.
- ◆ Acts as a liaison with external stakeholders.

The above statements reflect the general details considered necessary to describe the principle functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Dated: April 6, 2016