

Job Title: Senior Business Analyst

Department: Performance Management and Analytics

Reports to: Manager, Performance and Sustainment

Summary

BCIB is the provincial Crown Corporation responsible for implementing the Community Benefits Agreement (CBA) on select public infrastructure projects. The CBA prioritizes hiring of local, Indigenous, women, people with disabilities and other underrepresented groups and enables a culturally competent and respectful worksite. BCIB is committed to growing and mobilizing a safe, diverse, and skilled workforce and increase opportunities for apprenticeships.

Reporting to the Manager, Performance and Sustainment, the Senior Business Analyst has a vital role supporting the design and implementation of business applications. By analysing business processes, creating, and analysing meaningful metrics and KPIs, and working with end-users and stakeholders, the Senior Business Analyst identifies pain-points and opportunities and translates those into business solutions.

The Senior Business Analyst must be technology literate and have experience working closely with technical teams during the design, development, testing, and implementation of solutions. The candidate must have experience engaging and developing trust relationships with business users at all levels of the organization, interpreting, and analysing their needs, and creating detailed and precise business requirements, technical documentation and business cases.

Essential Duties & Responsibilities

- Analyse business systems and processes to identify problems and opportunities
- Interact with end-users and internal business stakeholders to identify and document business requirements
- Support creation of reports, metrics and KPIs for analysis and monitoring
- Create both business and technical-facing documentation including business requirements, process flows, user journeys etc.
- Work with user experience designers and system architects to create solutions
- Work with inhouse or outsourced development teams throughout the software development lifecycle to make sure solutions are accurate and of a high quality
- Prepare and run test scripts with QA/Dev Team.
- Write and champion business cases, including cost benefit analysis, return on investment, resource planning and risk management.
- Facilitate Grooming Sessions, Solutioning Sessions and Sprints

- Lead agile development team to deliver a new product and improve upon an existing one, coach team regarding productivity and prioritisation.
- Oversee the coordination of UAT activity
- Monitor product effectiveness, minimize deviation from business requirements, and assess client feedback to enable continuous improvements
- Attend daily meetings, manage and prioritize the Development product backlog
- Ensure delivery of BCIB systems and products are on-time and within budget by adhering to the development schedules and monitoring progress against targets.
- Take an active role in procurements, including writing bid documents and taking part in evaluations
- Facilitate meetings and presentations

Desired Skills & Qualifications

- Familiarity with CRM and HR applications, such as Salesforce and PeopleSoft
- Experience with Salesforce development and implementation
- Demonstrable expertise writing technical documentation and business requirements
- Skillful written and verbal communicator
- Excellent problem solver
- Engaging personality and ability to build trust relationships
- Excellent presenter and facilitator
- Technical fluency and awareness of IT and software development concepts and processes.
- Knowledge of database concepts and terminology
- Knowledge of best practices in requirements gathering, UX design, solution design and solution architecture
- Familiarity with one or more cloud computing platforms (AWS, GCE, Azure, etc)
- Knowledgeable about information security best practices
- Demonstrated technical IT skills an advantage
- Familiarity with web languages (HTML, CSS, Javascript) an advantage.
- Experience managing Agile Projects
- Experience working with Atlassian products (Confluence, JIRA, Bamboo, etc) and technical documentation packages an advantage

Education & Experience

- Bachelor's degree in computer science, engineering or related, plus demonstrated experience working and thriving in technical teams
- 5+ years of directly relevant experience
- Experience working in/with the public sector an advantage

BCIB is an equal opportunity employer and welcomes all those interested in the role to apply.

BCIB staff will review all applications received, but only those shortlisted will be contacted for a follow-up interview.

Please send your resume and cover letter to jobs@bcib.ca