University of Alberta  
VP, Finance & Administration - Service Excellence Transformation  
Business Analyst

Competition No. - S114942600D3  
Posting Date - Apr 28, 2021  
Closing Date - May 31, 2021

Position Type - Full Time - Operating Funded  
Salary range - $71,859.72 to $100,145.50 per year  
Grade - 11  
Hours - 40 per wk

This competition is open to all applicants, however internal candidates and applicants who were former employees of the University of Alberta in the past 18 months will be given priority consideration before external candidates. This competition is limited to those eligible to work in Canada only. Work is currently done remotely; however, in-office work when it resumes will be done at the University’s North Campus located in Edmonton, Alberta. Preference will be given to applicants located within the Capital Region.

This posting will be used to fill up to three (3) full time, temporary positions with an approximate end date of one (1) year from date of hire, with the possibility of extension. Each position offers a comprehensive benefits package which can be viewed at: Faculty & Staff Benefits.

Position Summary
The Business Analyst is a key member of a team of functional and systems analysts and project managers and is responsible for proactively meeting and exceeding the diverse needs of the University community and of Service Excellence Transformation. The Business Analyst works as a catalyst for new growth within SET by leading mid to large scale process analysis, review and implementation and provides technical guidance and support to the Functional Analysts and Systems Analysts. You will have the opportunity to work within a large and dynamic enterprise environment with the ability to showcase your Business Analysis experience. For more information on SET and the University for Tomorrow, please click here.

Duties
Analysis
• Leads medium to large scale multi-disciplinary Business Process reviews for unit and processes within SET.
• Responsible for a program of constant review and improvement for SET including implementation of process improvements within the program.
• Analyzes business requirements originating from SET strategy, and structural reorganization and translates those requirements into improved business process,
improved and more efficient service delivery, reduction of effort through automation and/or task simplification.
• Meets with stakeholders to review business requirements and provide options, advice, or recommendations regarding business process change, system functionality, or general performance improvements.

Policy, Procedures, and Training
• Provides expert guidance, advice and training on business process mapping and business analysis for SET.
• In collaboration with the project team members, Project Management Lead develops and maintains training programs and reference manuals
• In collaboration with the Project Management Lead, provides recommendations to the program in the implementation of new processes and procedures.

Quality Assurance
• In collaboration with Team Leads and Specialists, develops and implements quality management procedures and methods
• Responsible for supporting the development, implementation and execution of the SET program to continuously review and improve processes. Facilitates all constituent groups within SET to stay committed to the continuous improvement cycle.

Project implementation
• Works with Teams to ensure business requirements are built to the client's expectations
• Plans, directs, and coordinates activities of designated projects to ensure that goals and objectives are accomplished within prescribed timeframes
• Proactively manages changes in project scope, identifies risks, and devises contingency plans.

Qualifications
• Related post-secondary diploma or degree in Computing Science or Management Information Systems.
• Minimum 4 years of progressing increasing responsibility in a business analyst role.
• A certification in a Business Analysis program certified by International Institute of Business Analysts is considered an asset.
• Proficiency in MS Excel, MS Project, Process mapping tools required.
• Knowledge of University systems and the interdependencies of processes and workflows is considered an asset.
• 3 years of business analysis experience related to business process review and software implementations and support is required.
• Proven ability to work independently or within a team setting.
• Previous experience as a project team member and the use of business analysis and project management methodologies is preferred.
• A demonstrated aptitude for improving processes and performance.
• A logical and analytical mind with an aptitude for problem solving.
• Organized and self-motivated.
• The ability to work harmoniously with others and to communicate effectively.
• Excellent written and verbal communication skills.
• Willingness to accept responsibility.
• Ability to take initiative and is resourceful.

Interested applicants may apply: https://apptkr.com/2239515

The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.