



# *Provincial Job Description*

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***TITLE:***  
**(506) Senior Business Analyst**

***PAY BAND:***

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***FOR FACILITY USE:***

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***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*