

## POSITION DESCRIPTION

### Business Analyst

Reports to:	EVP, Business Infrastructure
Direct Reports:	n/a
Other Reports:	n/a
Location:	Calgary, AB

## MANDATE

As a member of the Business Infrastructure team, the Business Analyst will continuously assess and optimize the organization's existing information and communication systems from a business and technical perspective while thinking strategically about future requirements relative to ongoing changes in technology.

The position is an essential team member who leads by example in promoting the mission, vision and values of the organization to model the culture and, ultimately, serves to achieve the mission of saving lives through the effective development and delivery of suicide safer communities.

The services within the portfolio of this position include providing guidance and recommendations regarding the integration of technology and business knowledge in order to optimize operational processes.

## KEY ACCOUNTABILITIES

The position includes the following responsibilities:

### Core Responsibilities:

- Conduct business analysis activities to support research into and identification of business and system requirements for organization-wide IT initiatives;
- Integrate various types of technology with business requirements to assist the organization with solving business challenges;
- Assist with planning, implementation, improvement, monitoring and support of business information systems across the organization;
- Project management of IT-related initiatives to ensure a business perspective is understood and incorporated into planning and execution activities;
- Develop business process maps, narratives, use cases and data flow diagrams in close collaboration with stakeholders;
- Guide business and IT stakeholders through the system development life cycle;
- Enhance business process and data governance standards, templates, procedures and training materials;
- Conduct Technology fit-gap analyses;
- Contribute to User Requirement Specifications development and Risk Assessments;
- Train stakeholders on business process management and data governance;
- Ensure that business data and reporting needs are met; and
- Effectively communicate with all levels of the organization.

## QUALIFICATIONS

### EDUCATION:

- Information technology or business administration diploma / degree.

### EXPERIENCE:

- Minimum three (3) years of experience in business process engineering and mapping, data flow analysis and project management;
- Previous experience within IT and / or business analysis departments; and
- Minimum of three (3) years of experience gathering business requirements and documentation.

### COMPETENCIES AND ATTRIBUTES:

- Demonstrated strategic and critical thinking skills;
- Demonstrated project management skills;
- Demonstrated ability to understand and use technical as well as business language effectively with all levels of the organization;
- Technology proficiency, particularly in areas such as Excel, data mining and ERP systems; and
- Excellent communication and collaboration skills.

Compensation for this position is commensurate with the education, skills and experience of the successful applicant. The position will remain open until end of day **September 7, 2018**. Please submit your resume with a cover letter to [hr@livingworks.net](mailto:hr@livingworks.net).

We thank everyone for their interest in this role but please note that only qualified applicants selected for an interview will be contacted.