

## POSITION DESCRIPTION

### Business Analyst

Reports to:	Sr. Manager, Innovation & Technology
Direct Reports:	n/a
Other Reports:	n/a
Location:	Calgary, AB

## MANDATE

As a member of the Business Infrastructure team, the Business Analyst will 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 services within the portfolio of this contract position include providing guidance, solutions and training 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 including: gap analysis, requirements gathering, contributing to Quality Assurance and Test plans, writing testing procedures and use cases for user acceptance testing and facilitating user acceptance testing;
- Document business analysis artifacts including: as-is processes, to-be processes, traceability matrices, functional test cases, functional requirements / design documents, data flows, process flows, test scripts and procedure manuals;
- Assist with planning, implementation, improvement, monitoring and support of business information systems across the organization;
- Train stakeholders on business process management and data governance;
- Project management of IT-related initiatives to ensure a business perspective is understood and incorporated into planning and execution activities;
- Provide solutions that enhance business processes and data governance standards, templates, procedures and training materials;
- Develop User Requirement Specifications and Risk Assessments;
- Ensure that business data and reporting needs are met; and
- Effectively communicate with all levels of the organization.

## QUALIFICATIONS

### EDUCATION:

- Degree in business administration, economics, computer science or a related field.

### EXPERIENCE:

- Minimum three (3) years' experience in business process engineering and mapping, data flow analysis and project management; and
- Ability to facilitate organizational learning of project management techniques.

### 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;
- Intermediate proficiency in Microsoft Office (Excel, Word, Powerpoint, Jira, Visio);
- Effective communication skills and the ability to develop credibility with internal and external stakeholders; and
- Excellent facilitation, negotiation and consensus building skills.

NOTE: Completion of an industry recognized Business Analysis certificate, Certified Business Analysis Professional (CBAP) certification, Business Analyst designation, knowledge of Project Management concepts or a PMP certification is considered an asset.

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 **June 21, 2019**. 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.