



## **BUSINESS ANALYST (IT)**

General Circular No. P44 / 2120

<b>Place of Work:</b>	IT Services
<b>Status:</b>	100% Regular Position
<b>Hourly Rate:</b>	\$24.87 to \$43.06
<b>Start Date:</b>	Immediately
<b>Immediate Superior:</b>	Director

### **Nature of the work**

The position of analyst encompasses, in particular, responsibility for the analysis, development, coordination and control of systems, methods, procedures and programs pertaining, among others, to administrative organization and operations, communication structures, and the rational use of school board resources.

### **Tasks and responsibilities**

The IT Business Analyst:

- Translates user stories and business requirements into functional and technical requirements
- Works closely with super users and application leaders to review and document business processes
- Gathers, analyzes and prioritizes requirements in order to develop feasibility studies and business cases
- Takes ownership of complex problem analysis, reporting mandates and recommends effective solutions and can be a facilitator of their implementation
- Designs solutions and ensures alignment with business objectives and requirements
- Performs functional testing and supports user acceptance testing
- Maps detailed business requirements/functions and data flows between systems and performs gap analysis
- Must be able to manage projects and work with Architecture & Development Teams to seamlessly integrate new solutions into the ecosystem
- Prepares documentation (e.g., functional design, test scripts and user guides)
- Focuses on scalable, transversal solutions that favour automations and API integration to a variety of softwares
- Facilitates and/or contributes to the software development life cycle (SDLC) for further improvements in the planning, design, development and implementation of solutions.

### **Requirements and Qualifications**

- Bachelor's degree with in Computer Science/or equivalent combination of education and experience
- Excellent English/French language skills, both oral and written
- Minimum 3 years of experience in an IT Business Analyst role, experience in the Finance or Facility Management sector is an asset
- Experience working with Waterfall and Agile methodologies (preferably as a Scrum master) is an asset
- PMP and Project Management Experience an asset
- Certified Business Analysis Professional (CBAP) or other BA certifications an asset
- Excellent problem-solving skills and experience researching and evaluating a variety of software products
- Creative and innovative thinking approach for resolving situations and problems
- Strong technical and non-technical communication skills: familiarity with presenting, explaining technical concepts to a variety of audiences
- Expert understanding of relevant and emerging technologies and industry trends
- Well-organized, self-disciplined, results-oriented, and must plan the work of the team in a structured and proactive manner following an adapted methodology

To view job description as outlined in the classification plan [click here](#)  
or visit their website <http://cpn.gouv.qc.ca/en/cpnca/home/>

Interested candidates should send their letter of interest and curriculum vitae to: [jobs@emsb.qc.ca](mailto:jobs@emsb.qc.ca)  
to the attention of Ms. Ann Watson, Director of the Human Resources Department

**by Monday August 9<sup>th</sup>, 2021**

Please refer to the circular number in your letter of application.

The masculine gender was used in this posting to facilitate the reading.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.