

Business Analyst



Phone :

Web :

Job Summary

Vacancy :

Deadline : Jul 10, 2024

Published : Jun 10, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Business Analyst - INF004495

Employment Type: Permanent Full-time

Location(s): SK-Rgna-Regina

Ministry: 018 Finance

Salary Range: \$34.028 - \$42.641 Hourly

Grade: SGEU.10.

About Us

The Ministry of Finance oversees government revenue, expenses, assets, and liabilities. Finance is the lead Ministry for fiscal policy; budget development and integrity; managing provincial debt; designing and administering fair, efficient, and competitive tax regimes; labour relations advice to the Government of Saskatchewan; and ensuring effective financial management and accounting policies and procedures. We are committed to high citizen and client satisfaction through workplace excellence, continuous improvement, and innovation.

The Information Technology Services (IT Services) unit, within the Corporate Services branch of the Ministry, is responsible for producing client-focused solutions, facilitating process improvements, and bridging the gap between business and technology for the Ministry of Finance.

The Opportunity

IT Services in the Ministry of Finance requires a confident, motivated and results-oriented individual with strong analytical, problem solving, interpersonal, and communication skills for a permanent position as a Business Analyst. In this challenging and exciting position, the Business Analyst acts as a change agent that provides a lead role in business improvement activities to ensure client expectations, requirements, and government priorities are met.

Reporting to the Manager - IT Service, the successful candidate will:

- Lead and manage changes to business processes and applications;
- Develop business cases that review existing services or processes, determine future business needs or opportunities, and recommend strategies that satisfy client needs and objectives;
- Assist clients in gathering business requirements and preparing requirement documents;
- Evaluate industry trends and analyzing similar service offerings in other jurisdictions to identify opportunities and develop strategies for continued business/service improvement; and
- Oversee IT security and generating awareness among staff.

The Ideal Candidate

The ideal candidate will demonstrate a strong foundation in information technology and business analysis in addition to knowledge of project management and process improvement methodologies. Certification in Business Analysis would be an asset. The successful candidate will also bring knowledge of solution design techniques and demonstrate the ability to orally present and promote the use and value of new technology to a wide variety of technical and non-technical audiences.

Below is the list of some of the expected competencies for the successful candidate:

- Knowledge of project planning techniques;
- Knowledge of database concepts, theories and principles;
- Knowledge of requirements analysis and solution design techniques;
- Knowledge of data analytics, techniques and processes;
- Knowledge of IT security frameworks and standards;
- Ability to gather, understand and synthesize specialized information in a way that can be applied to meet the needs of the organization and within given constraints;
- Ability to write a variety of detailed, accurate and clear technical material such as user, systems and requirements documentation and procedures, project plans, letters, requests for proposals, feasibility studies, recommendations and reports at a level appropriate to the target groups; and
- Ability to orally explain or present (technical) information to a wide variety of technical and non-technical individuals and/or groups in a clear, accurate and understandable manner.

Typically, the knowledge and experience required to achieve the above is obtained through:

- Completing a degree or diploma in Computer Science or Information Technology; or
- Equivalence of experience and training demonstrated by a history of accomplishment in the information systems industry.

What We Offer

The Ministry of Finance offers dynamic and challenging work for talented individuals in an environment that supports innovation, creativity, and diversity. In addition, the Saskatchewan public service offers a number of employment advantages such as:

- A competitive salary;
- Comprehensive benefits package, including pension;
- Vacation, scheduled days off (SDO) and other types of leave;
- Advancement opportunities; and
- Flexible work arrangements.

Candidate is asked to clearly describe in their cover letter why they are applying for the position and where they have acquired the required knowledge and abilities. Candidates will be screened on the basis of this information.

We are committed to workplace diversity.

Hours of Work: A - SGEU Office 36 - one day off every two weeks

Number of Openings: 1

Closing Date: Jun 25, 2024, 12:59:00 AM

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
