

Junior Business Analyst



Phone :

Web :

Job Summary

Vacancy :

Deadline : Jul 29, 2024

Published : Jun 29, 2024

Employment Status : Hybrid

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Roles and Responsibilities (R&R)

- Ensure successful adoption of the Public Safety Radio Network (PSRN) project.
- Support Governance and Communications Management with documentation, process flows, and reporting.
- Develop communication strategies, plans, and templates.
- Conduct business analysis, create process flows, and document roles and responsibilities.
- Design communication materials including PowerPoint presentations.
- Track project data, develop dashboards, and provide regular updates.
- Collaborate with project teams and ministry partners on documentation and communication.
- Lead business analysis for process improvement and system inputs.
- Monitor and report on communication activities and deliverables.
- Manage stakeholder relationships and facilitate knowledge transfer.

Qualifications

- Proficiency in Office tools (PowerPoint, Excel, Word, Visio, Teams, Outlook).
- Experience in process flow design, role descriptions, and technical writing.
- Strong data analysis skills for reporting and decision-making.
- Background in organizational change management and IT communications.
- At least 5 years of business analysis experience.
- Must undergo OPS Contractor Security Clearance Process.

Criteria

Business Analysis Skills

- Experience in documenting and validating business processes.
- Proficiency in creating clear, visual presentations and comprehensive documentation.
- Ability to gather and interpret data requirements for reports and dashboards.
- Track record in managing large-scale IT projects and bridging business/IT communication gaps.
- Capability to manage multiple projects and prioritize effectively.

Relationship Management and Communication Skills

- Skill in clarifying complex business challenges and translating them into actionable solutions.
- Experience in stakeholder management and facilitating effective team collaboration.
- Strong verbal, written, and presentation communication skills.
- Problem-solving and organizational skills to manage project issues and deadlines.

Telecommunications and Radio Network Experience

- Knowledge of public sector governance and IT service management.
- Experience in Public Safety Radio/telecom domains and network design.
- Ability to handle projects with large user bases and diverse stakeholder needs.

Must-Haves

- Regular reporting to Project Managers, Sponsors, and Executive Sponsors.
- Proficiency in data analysis to drive recommendations.
- Strong communication skills for articulating business issues and solutions effectively.

Job Types: Full-time, Fixed term contract

Contract length: 12 months

Pay: \$40.00-\$50.00 per hour

Education:

- DCS / DEC (preferred)

Experience:

- Business analysis: 5 years (required)
- in data analysis to drive recommendations.: 1 year (required)
- Telecommunications and Radio Network: 1 year (required)

Work Location: Hybrid remote in Toronto, ON M5V 1R5

Application deadline: 2024-07-05

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
