

Job Title:	Senior Business Analyst	Job Level:	Employee
Division/Department:	Information Technology and CIO/IT Portfolio	Job Band / Group:	Group 12
Supervisor Title:	Supervisor, Technology Projects	Supervisor Job #:	1600/1907/1780

ORGANIZATIONAL DESCRIPTION

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

JOB OVERVIEW

Reporting to the Supervisor, Technology Projects, the Sr. Business Analyst’s role is to elicit, analyze, specify, and validate the business needs of project stakeholders across the organization to support the successful delivery of technology projects.

This is accomplished through interviewing stakeholders, gathering, and compiling user requirements to convey to technology teams, developing test cases, and documenting processes and user acceptance throughout the project lifecycle. The Senior Business Analyst also develops processes, guides, and templates to ensure continuous improvement of the teams’ processes and functions.

This role relies heavily on systems thinking, analysis, strong communication, and developing trusting relationships with colleagues throughout the organization. You will be deeply embedded in the responsibilities of multiple departments, work closely with subject matter experts to assess requirements, collaboratively develop solutions to the identified business needs, report on progress to senior levels of the organization, and propose recommendations to solve complex program issues to senior leaders.

As a senior member of the team, mentoring other business analysts to support professional and personal development is another important part of the role. This position also advises team leaders (supervisors, managers, directors) on best practices and identifying opportunities for improvement.

ACCOUNTABILITIES

- Research, review, and analyze the effectiveness and efficiency of existing requirements gathering processes and develops strategies for enhancing or further leveraging these processes
- Leads the evaluation and review of business processes with stakeholders and Subject Matter Experts, anticipating requirements, uncovering areas for improvement, and change to support the successful completion of technology projects
- Effectively communicates insights, ideas, and findings to cross-functional team members and management, through presentations, meetings, and other formats
- Provide guidance and instruction to staff members as it pertains to BA methodologies, tools, documentation, and skill sets and provides training on their use
- Collaborate with project managers and project sponsors to determine project scope and vision of projects
- Conduct interviews to gather and prioritize requirements through workshops, questionnaires, surveys, site visits, workflow storyboards, use cases, scenarios, and other methods, with an aim to translate stakeholder requirements into comprehensive user stories, process flows, functional and non-functional requirements
- Develops acceptance test cases and performs data integrity testing and user acceptance testing; develop decision tables, use cases, process flows and maintains a traceability matrix throughout the project lifecycle

- Conducts research on software and hardware products to meet agreed-upon requirements and to support purchasing efforts
- Create process models, specifications, diagrams, and charts to provide direction to the project team

QUALIFICATIONS

EDUCATION

- Completion of a degree in Computer Science, English, or related discipline, or an equivalent combination of education, training and experience.
- Certified Business Analysis Professional (CBAP) or equivalent training & certification)
- The following would be considered an asset:
 - PMI membership (or recognized Project Management body);

EXPERIENCE

- A minimum of 5 years of experience in Business Analysis
- 2 years' experience leading business analysis processes as a Senior Business Analyst on large projects in an enterprise IT environment
- Demonstrated experience establishing and implementing Business Analysis methodologies, processes, and templates

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and demonstrated application of common project management processes such as PMI, ITIL, IIBA BABOK.
- Experience in overseeing the design, development, and implementation of software and hardware solutions, systems, or products.
- Ability to create systematic and consistent requirements specifications in both technical and user-friendly language.
- Ability to apply statistical and other research methods into systems, issues, and products as required.
- Demonstrated communication, interpersonal and negotiation skills used to build and maintain strong working relationships with internal and external stakeholders.
- Demonstrated ability to exercise sound independent judgment
- Demonstrated analytical and problem-solving skills
- Proficiency in Microsoft Word, Excel, PowerPoint, Visio, Microsoft Project, SharePoint