

Job Description – Senior Business Analyst

Overview:

TechLegs Solutions Inc. is actively supporting the recruitment of a **Sr. Business Analyst** for one of our esteemed clients for a **6-month engagement**.

As a Senior Business Analyst, you will support the operation, maintenance, and enhancement of various health applications. You will be required to work closely with the technical support team, the Team Lead, Subject Matter Experts, and primary stakeholders of various lines of business to ensure alignment and coordination of gathering business requirements. The Business Analyst will also work closely with the Provincial Health Application Services Technical Strategists to ensure the business requirements align and are met by the information technology requirements. As well he/she will be required to document any new processes that will support the businesses in delivery of their health program and services. The Business analyst will also foster and maintain close working relationships with the various lines of business to ensure the business and information technology requirements align.

The chosen individual's work will be comprised of a mixture of steady state and project-based efforts.

Project Duration:

The successful candidate will be required on a full-time for a period of 6 months, commencing January 20, 2025, and ending on July 18, 2025 (130 days). This assignment will be extended if it deems necessary.

Qualification:

- A bachelor's degree in Business Administration, Computer Science or a related discipline. An equivalent combination of education and experience may be considered.
- Business Analyst Certifications such as IIBA-CBAP, IIBA-ECBA; Please list certifications achieved and dates completed;

Asset Qualification:

- Demonstrated Information Management/Information Technology experience.
- Excellent communication skills (written and oral) in English.

Experience Required:

- 5+ years of demonstrated experience in facilitating workshops and working sessions with stakeholders resulting in clear and concise business requirements, system requirements, gap analysis, and use cases;
- 5+ years of demonstrated experience facilitating workshops and working sessions with stakeholders to validate and prioritize requirements/business needs in an operational environment;
- 5+ years of demonstrated experience in analyzing and documenting workflows, business processes, and standard operating procedures;
- 5+ years of demonstrated experience contributing to and documenting various training (user guides, system support documentation and tools);

- 1+ years of demonstrated recent experience working as a Business Analyst on a health analytics or health reporting database system for Regional Health Authorities and/or Provincial Department of Health in a Canadian jurisdiction;
- 1+ years of demonstrated experience in gathering and documenting requirements for data products, dashboards, and Power BI reports;
- 6 months plus demonstrated business analysis experience working with Cognos/Impromptu reports;

Deliverables:

The successful candidate must deliver the following, in order to successfully complete the engagement:

- Detailed review of existing business requirements.
- Detailed review of existing system support documentation
- Design and execute facilitation sessions to validate the existing requirements and collect net new business and information technology requirement, including gap analysis.
- Facilitation of requirements gathering sessions.
- Document the results of the business and information technology requirement sessions and write the Business Requirements document.
- Identify and document business needs and process gaps.
- Facilitate status meetings with the client and prepare status reports.
- Coordinate work tasks for the team and ensure client priorities are understood.
- Identify opportunities for improving support documentation and implement changes.

Operational Requirements:

- The successful candidate is **required onsite** the duration of the engagement. Our client will provide office space with access to pertinent information and resources for the duration of the engagement. The ability to work remotely may be possible, as required (and only at the clients request and consent).
- Travel outside the city of Fredericton is not expected. If the candidate is based outside the Fredericton region, it is the candidate's responsibility to make necessary arrangement to travel from their current place of stay to Fredericton and the Fredericton area.
- Office hours are Monday - Friday 8:15 AM – 4:30 PM AST. Some after hours and weekend work may be required for the successful candidate, however, any overtime or work during non-business hours must be approved in advance.
- The candidate must be available to start work immediately in New Brunswick on the date specified.
- The individual will be required to sign a non-disclosure agreement and complete the Department's Privacy Training prior to commencing the assignment.

Reporting Structure

The successful candidate will report to the Manager based in New Brunswick, Canada.

We appreciate all applicants for their interest; however, only those selected for further consideration will be contacted.

In the unlikely event that you experience technical difficulties or are unable to complete your application online, contact: support@techlegs.com

**Best Wishes,
TechLegs Solutions Team**