

With a bold, future-looking mandate, the Canada Foundation for Innovation equips researchers to be global leaders in their field and to respond to emerging challenges. Our investments in state-of-the-art tools, instruments and facilities underpin both curiosity- and mission-driven research that cuts across disciplines and bridges all sectors. The research infrastructure we fund mobilizes knowledge, spurs innovation and commercialization, and empowers the talented minds of a new generation

Job Opportunity

Business analyst

Summary

Reporting to the Senior Project Manager, Information Systems (IS) of the Canada Foundation for Innovation, the Business Analyst works with stakeholders to identify user requirements, perform business process analysis, evaluate potential solutions and document design specifications for IS development and maintenance projects.

The business analyst is tasked with helping business meet its objectives and goals by understanding how work is being conducted, and through analysis, determine solutions to the issues. The solution could include training, process change, modifications to business rules, modifications to or implementation of new technology solutions, or a combination of all four.

The business analyst will identify, develop and implement effective solutions that address smaller less complex initiatives. Business requirements will be traced through to test plans and cases, reducing time to fix issues and identify anomalies.

Key Activities

- Identifies, documents and validates functional user requirements for system developments and maintenance through the use of appropriate business analysis techniques (interviews, JAD sessions, research, prototyping, etc.)
- Designs conceptual data models and use-cases, where appropriate
- Identifies potential solutions and recommends the most appropriate solution; based on requirements, practicality, technology options and project constraints
- Documents detailed specifications packages for developers
- Liaises with developers to ensure that specifications are clearly understood and to resolve any issues that arise during development
- Determines the best approach to testing and documents test plans
- Oversees the testing process (system and user acceptance testing)
- Executes system testing of developments
- Provides project management guidance and expertise to project stakeholders
- Fosters relationships between project stakeholders and IS by communicating and managing expectations
- Assists in project scheduling, time/resource estimates and scoping
- Assists in negotiating and building consensus among stakeholders
- Follows existing business analysis processes and contributes to further refining these processes.

Qualifications

University or College level education, preferably in Information Systems (or equivalent); in addition to:

Minimum 2 years of relevant business analysis experience, as defined below:

- Gathering, analyzing, evaluating and validating user requirements
- Preparing detailed specifications for developers from which solutions are developed, designed, coded and tested
- Mapping out process flows
- Project management
- Developing test plans and coordinating user acceptance testing
- Working with web forms and with databases
- Excellent interpersonal and communication skills
- Knowledge of business analysis best practices
- Knowledge of databases and of conceptual data modeling
- Knowledge of software development lifecycles
- Ability to take initiative, work independently and to contribute as a team player
- Familiarity with the research community and, in particular, the granting industry.

Assets

- Fluency in both English and French (written and spoken)
- Strong skills in Excel, Visio, Axure.
- Experience with Information Management projects
- Business Analysis Professional certification (IIBA-CCBA; or PMI-PBA; or equivalent)
- Knowledge of technology used in the CFI environment including:
 - Oracle database and Java environment, specifically database queries and scripting;
 - Microsoft Dynamics including PowerBI,
 - AccessDB including VBA;
 - business intelligence software (e.g. Cognos)

Salary will be commensurate with qualifications and experience.

This is a full-time position in a hybrid work environment, requiring a minimum of two days per week at the CFI offices.

Please send your CV and a covering letter by end of day on September 25, 2023 to

Eric Desjardins
Manager, Human Resources
Canada Foundation for Innovation,
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 5E4
hr@innovation.ca

We would like to thank all candidates who apply. Please note that only candidates selected for an interview will be contacted.

Business Analyst

The Canada Foundation for Innovation supports official languages principles, and respects Ontario's Accessibility Standard for Customer Service policy. We attempt to accommodate individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

Visit our [website](#) for more information about the CFI.