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Created by the Government of Canada in 1997, the Canada Foundation for Innovation (CFI) strives to build our nation's capacity to undertake world-class research and technology development to benefit Canadians. Thanks to CFI investment in state-of-the-art facilities and equipment, universities, colleges, research hospitals and non-profit research institutions are attracting and retaining the world's top talent, training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen Canada's position in today's knowledge economy.

Business Analyst

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:

- 2 to 5 years of relevant business analysis experience, as defined below:

Business Analyst

- 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 webforms and with databases
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- Business Analysis Professional certification (IIBA-CCBA; or PMI-PBA; or equivalent)
 - University or College level education, preferably in Information Systems (or equivalent)
 - 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, knowledge of business intelligence software (e.g. Cognos 8), and completion of formalized business analysis training (MCBA) are all assets

ASSETS:

- Fluency in both English and French (written and spoken)
- Strong skills in Excel, Visio, Axure.
- Experience with Information Management projects

SALARY:

- Salary will be commensurate with qualifications and experience

Please send your cv and a covering letter by end of day on April 2 2017 to

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

The Canada Foundation for Innovation supports official language and employment equality principles, and respects Ontario's Accessibility Standard for Customer Service policy.

Visit our website: www.innovation.ca for more information about the CFI.