

Position Information**Title: Business Analyst (BA1)**

Department: Manitoba Justice

Division/Branch: Corporate & Strategic Services
Division**Purpose:** This section describes the reason the position exists in two to three sentences.

The Branch provides support to 35 different program areas each with their own unique business needs. Throughout these program areas there are over 50 different software applications being used. As a member of the branch, and as required for the implementation of new applications, the enhancement of or maintenance of existing applications, the Business Analyst is responsible for documenting current and proposed business processes, eliciting and documenting business requirements from stakeholders, performing acceptance testing, coordinating user acceptance testing, and providing end-user support as required.

The Business Analyst is the liaison between the diverse business areas in the department and the technology providers, primarily Digital and Technology Solutions (DTS), to ensure business needs are being met. The Business Analyst works with project leaders on a variety of applications that vary in size and complexity.

Key Responsibilities: This section describes three to seven of the most important responsibilities of the position.

- Provide operational support for departmental business applications.
- Review, analyze and evaluate business systems and user needs.
- Work with business areas to identify, document and validate business requirements for new solutions.
- Document current and proposed business processes.
- Maintain documentation for various projects, processes, and operations.
- Develop test scripts for functional and user acceptance testing.
- Perform functional and quality assurance testing and record defects.
- Develop training materials and user manuals.
- Collaborate with project managers, project leaders, and cross-functional teams both internally and externally to support organizational goals and initiatives.

Essential Qualifications: This section specifies the education, certification, technical or specialized experience, knowledge and/or skills required to perform the duties of the position. Include no more than eight.

- Completion of a post-secondary education in the field of information systems, business analysis, or an equivalent combination of formal education, training and related experience may be considered.
- Basic understanding of IT systems, databases, and software development processes.
- Familiarity with business analysis tools and methodology.
- Strong critical thinking, analytical, and problem-solving skills.
- Strong time management and organizational skills, with the ability to work on competing assignments with tight deadlines.
- Excellent verbal communication skills with the ability to present information to technical and non-technical audiences.
- Effective writing skills with the ability to produce clear, concise and logical materials.
- Proficiency in MS Office suite (Word, Excel, Outlook, PowerPoint, Visio)
- Clear/satisfactory security checks.
- Ability to travel within the province as required.

Innovation & Problem Solving: This section describes the guidelines and framework that structure the environment and the roles requirement for analysis, interpretation, evaluation, reasoning and creativity for decision-making and problem solving.

- The Business Analyst exercises judgement and political acumen and engagement skills on a regular basis in order to innovate and problem solve interdivisional/departmental issues.
- The Business Analyst considers emerging trends and technology related impacts when recommending changes to processes and/or programming.

