

Job Title: BUSINESS ANALYST

Job ID: 17957

Job Category: Finance, Accounting & Purchasing

Division & Section: Purchasing & Materials Management, Program Support Policy & Development

Work Location: City Hall, 100 Queen St W, Toronto, M5H 2N1

Job Type & Duration: 1 Full-time, Temporary (12 months)

Salary: \$82,409.30 - \$96,805.80 TM1301, Wage Grade 6

Shift Information: Monday to Friday, 35 hours per week

Affiliation: Non-Union

Number of Positions Open: 1

Posting Period: 10-Nov-2021 to 25-Nov-2021

The **Purchasing & Materials Management Division** is a critical function within the **City of Toronto's** complex multi-site, multi-division and multi-stakeholder environment, partnering with all City divisions, designated agencies and corporations in order to procure goods and services at the best value. As part of its commitment to ensuring open, fair, equitable and accessible business processes and practices, the Division utilizes a fair and transparent procurement process, provides leadership and quality customer service, and implements the highest standards of business ethics across the organization.

Reporting to the Project Director, Procurement Transformation, the Business Analyst will support key division-wide priorities and initiatives working on assigned sub-projects. The Business Analyst will contribute to project status reporting, and delivery of project and operational products, facilitating ongoing requirements gathering sessions, support user adoption. The Business Analyst will support business process reviews, business practice analysis, reporting and analytic reviews that drive changes to improve service delivery.

Major Responsibilities:

- Identifies and documents a range of feasible methodologies and practices to support the implementation of sub-projects that includes indenting business practice, procedures, use of technology, assessing the implications and viability of each option and recommending changes to improve service delivery.
- Develops policies, procedures, business processes and practices to support realization of sub-project objectives that align to overall project goals
- Implements detailed plans and has considerable experience developing and writing up methodologies/approaches in a problem based environment
- Excellent oral and written communication skills to support communication and stakeholder management function.
- Conducts research and analysis into assigned area ensuring that such research takes into account developments and leading practices within field, corporate policies and practices, legislation and other related/relevant initiatives.
- Works in support of the Director and leads inter-departmental teams and working groups.

- Identify and reviews performance measures for validity, relevance and proposes appropriate revisions. Build KPI reports, review and analyse data to verify information is complete and correct.
- Identify data governance issues and opportunities to improve processes to standardize methods.
- Identify professional practice issues and recommends improvements
- Designs tools and processes for extracting and managing data using new and existing systems.
- Leads and manages assigned work as required, ensuring effective teamwork and alignment with divisional initiatives.
- Supports development of business plans, work plans, project plans and overall assigned project priority setting.
- Coordinates the implementation of assignments with other business process changes and/or initiatives.
- Works collaboratively with key stakeholders to develop and document standard operating policies and procedures and develop appropriate training programs.
- Contributes to the overall change management leadership required to implement organizational changes.
- Prepares visual presentations, briefing materials and other required documentation.
- Develops and prepares reports and metrics to monitor and communicate project and/or initiative status.
- Deals with confidential and sensitive information.

Key Qualifications:

1. Post-secondary education in Business or Public Administration, Business Analysis, Procurement, Project Management, or an equivalent combination of education and experience.
2. Experience with software such as SAP Ariba, Sourcing, Contract Management, Supplier Lifecycle Performance, Spend Visibility or Buying and Invoicing modules.
3. Considerable experience in documentation and process design techniques, process improvement methodologies, and project management methodologies.
4. Considerable experience in the development, implementation and support of program reviews, business process reviews recommendations for organizational design
5. Considerable experience in the development of customized training programs based on needs assessment that includes IT and business components for target audience.
6. Ability to analyze statistical data, reports, research materials and the ability to prepare, organize and present information. Considerable experience with mining large volumes of data and designing complex reports.
7. Advanced knowledge of Microsoft Office products including Word, Excel, PowerPoint and Visio.
8. Ability to facilitate small and large group meetings, training and working sessions.
9. Highly developed customer service, interpersonal, presentation and communication skills to work and communicate effectively with a team and all levels of the organization.

10. Effective decision-making, conflict resolution and problem solving skills, demonstrating innovation with a results-oriented approach.

Note: All City of Toronto employees are required to be fully vaccinated as a condition of hire in accordance with the City's Mandatory Vaccination Policy.

How to Apply:

For more information on this and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>.

To apply online, submit your resume by **November 25, 2021** quoting Job ID 17957, at <https://career17.sapsf.com/sfcareer/jobreqcareer?jobId=17957&company=cotprd>.

Social and Environmentally Responsible Procurements

Through its procurement process, the City of Toronto is committed to creating jobs and driving inclusive economic growth through the City's Social Procurement Program which encourages supplier diversity and the implementation of workforce development. Learn more about the City's Social Procurement Program on the City's website at: <https://www.toronto.ca/business-economy/doing-business-with-the-city/social-procurement-program/>

In addition, The City is also committed to increasing the development, awareness and purchase of environmentally preferred products that are less harmful to the environment. Learn more about the City's Environmentally Responsible Procurement Policy at: https://www.toronto.ca/wp-content/uploads/2017/08/8e27-environment_procurement.pdf

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to employment equity.

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the **application process** is available upon request. Learn more about the City's Hiring Policies and Accommodation Process.