



IT Business Analyst

Full-time contract position to June 30, 2023

Job Description

The Ontario Soil and Crop Improvement Association (OSCIA) is looking for a passionate, driven, and energetic candidate to join the Information Technology team as an IT Business Analyst.

OSCIA has established itself as a leader in agricultural stewardship program delivery for more than 30 years, working with governments and farmers to support environmental stewardship activities through education-based programs and cost-share funding opportunities. We are a not-for-profit farm organization whose mission is to facilitate responsible economic management of soil, water, air and crops through development and communication of innovative farming practices. Our membership has a significant presence in all agricultural areas of the province and across all major sectors.

The IT Business Analyst will work with all OSCIA's departments to review, analyze, and evaluate business systems and user needs. Document requirements, define scope and objectives and formulate systems to parallel overall business strategies. The IT Business Analyst will be accountable for enhancing the quality of IT products and services for improved efficiency and productivity.

This role will report to the IT Manager. An option to extend the term of the contract may be presented if funds become available. The ultimate salary offered will fall within a predetermined range and is commensurate with experience.

Responsibilities:

- Serve as a subject matter expert in IT business processes and systems bridging the gap between the technology team and the various departments within the organization.
- Partner and liaise with stakeholders to determine operational objectives and their integration into systems.
- Translate conceptual client requirements into functional requirements in a clear manner that is comprehensible to developers.
- Collaborate with program funders and/or departments within the organization to determine project scope and vision.
- Ensure completion of project scope as per functional requirements.
- Create process models, specifications, diagrams, and charts to provide direction to developers.
- Track multiple IT projects across different phases of execution.
- Act as an information source and communicator between departments.
- Author, maintain and update key documentation such as project plans, status reports, system process flows.
- Understand strategic business needs and plans for growth.
- Assess change-proposals and recommend solutions to help the organization achieve its goals.
- Handle support ticketing system for internally developed applications following Change Management best practices.
- Facilitate lessons learned upon project closure.
- Other duties as assigned.



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Skills and Qualifications:

- 3 - 5 years of experience in a similar role
- Business Analyst certification CBAP and PMP an asset.
- Strong customer service orientation
- Excellent collaboration skills in dealing with colleagues, the management team, and external partners.
- Ability to build strong client and business relationships.
- Excellent listening, interpersonal, written, and oral communication skills.
- Effective organization and time management skills.
- Ability to focus on quality, completeness, and accuracy.
- A keen eye for detail that helps efficiently detect and solve problems.
- Excellent analytical thinking skills.
- Knowledge of Software Development Lifecycle (SDLC) and AGILE methodology.
- Knowledge of system testing and software quality assurance best practices and methodologies.
- Thorough understanding of project management techniques, project management software, including planning, organizing, and managing resources.
- General SQL database knowledge an asset.
- Experience with Azure DevOps an asset.
- Experience with flowchart applications.
- Detail and result oriented.
- Ability to work independently and as part of a team.
- French language skills an asset.
- Valid Drivers License.

In addition to the responsibilities and qualification outlined above, we are looking for a solid teammate who will work well with both the IT department and the organization. Utilizing your cover letter tell us who you are beyond your previous work experience and education defined in your resume. You may not meet all the qualifications that we are looking for, therefore tell us all other applicable skillsets you may possess that make you a suitable candidate for this role within the OSCIA.

Location: 1-367 Woodlawn Road West, Guelph, Ontario

Please submit your resume and cover letter by October 1st, 2021, to careers@ontariosoilcrop.org

OSCIA offers a competitive compensation package, excellent benefits, and is an equal opportunity employer. While public health recommendations are in place, OSCIA has adopted working remotely five days a week. OSCIA otherwise offers a blended work week that allows for a minimum number of days in our Guelph office, but also the equipment and support to work remotely for a set number of days each week.

We thank all applicants for their interest in advance, but only those candidates under consideration will be contacted.