



# 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 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, to ensure that the organizations goals and objectives are met.

This role will report to the IT Manager and an option to extend the term of the contract may be presented. 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, facilitating communication and fostering high quality relationships between the IT department and other departments within the organization.
- Support the delivery of provincial and federal government cost-share programming to producers across the province of Ontario through partnering and liaising with stakeholders to determine project scope and vision, operational objectives, and their integration into systems.
- Facilitate opportunities for feedback from clients through surveys and focus group sessions, to better understand user needs when planning for the development of future website and application releases.
- Translate conceptual client requirements into functional requirements, defining objectives and scope in a clear manner, and providing recommendations to meet user needs.
- Author, maintain and update key documentation including project plans, process models, specifications, diagrams, status reports, and system process flows, to provide direction to developers.
- Work closely with developers to track multiple IT projects across different phases of execution, and to ensure completion within scope, based on the pre-defined functional requirements.
- Initiate and promote regular communication and feedback opportunities for the IT department through daily scrums, weekly team meetings, and project kick-off, check-in, and wrap up meetings.
- Plan for growth and future development through consideration of strategic business needs, and project lifecycles, to support the organization in achieving its goals.
- Collaborate with external service providers to provide accurate, up-to-date information, and to verify that the project requirements are accurately met, and the projects remain on track.
- Handle support ticketing system for internally developed websites and applications, following Change Management best practices.
- Chair monthly meetings of the Website Committee and Membership Platform Committee, and tracks committee deliverables to confirm successful completion.
- Other duties as assigned.



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## Skills and Qualifications:

- 3-5 years of relevant functional experience with demonstrated understanding of project management techniques and project management software, including planning, organizing, and managing resources.
- Completed post-secondary education, preferably in a related field or a combination of equivalent professional experience and training.
- PMP candidate, PMP or CAPM certification, or other Business Analyst or Project Management certification is an asset.
- Strong customer service orientation, with the ability to build strong client and business relationships.
- Excellent collaboration skills in dealing with colleagues, the management team, and external partners.
- Excellent listening, interpersonal, written, and oral communication skills.
- Effective organization and time management skills to successfully manage competing demands.
- Keen eye for detail to efficiently detect and accurately solve problems with high quality, complete results.
- Excellent analytical thinking and planning skills.
- Ability to work independently and as part of a team.
- Knowledge of Software Development Lifecycle (SDLC) and AGILE methodology.
- Knowledge of system testing and software quality assurance best practices and methodologies.
- General SQL database knowledge an asset.
- Experience with Azure DevOps an asset.
- Experience with flowchart applications an asset.
- Experience working with an agriculture organization is an asset.
- 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 July 15th, 2022, to [careers@ontariosoilcrop.org](mailto:careers@ontariosoilcrop.org)

OSCIA offers a competitive compensation and is an equal opportunity employer. OSCIA 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.