

Senior Technical Business Analyst

Position Status:	Temporary Assignment up to 18 months
Posting Status:	Open
Location:	95 St Clair Avenue West, Toronto, ON M4V 1N6
Salary Range:	\$71,563 - \$100,052
Hours of Work:	36.25 per week
Posting Date:	October 15, 2024
Closing Date:	October 22, 2024

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Finance, Procurement and Logistics division is seeking a Senior Technical Business Analyst who will play a key role in the implementation of Microsoft Dynamics 365 (Finance and Operations) and a Payroll Solution to support Elections Ontario's operational and strategic goals.

What to expect in this role

Reporting to the Manager, Microsoft Dynamics 365 Implementation, you will:

- Lead and facilitate sessions with Elections Ontario business units to gather and refine requirements, document use cases, business rules, scenarios, data needs, as well as functional and non-functional systems requirements for the project.
- Review and analyze existing processes, create process maps and workflow documents, and identify potential areas for improvement.
- Translate functional and non-functional business requirements into System Requirements Specifications documentation.
- Create, refine, and maintain requirement documents, user stories and associated deliverables such as “as-is” and “to-be” process flows and test cases to meet development and stakeholder needs.
- Write clear, concise, and technically sound requirements, expected outcomes and acceptance criteria.



- Deliver documentation to stakeholders for validation and approval and to technical project members to deliver/implement the solution.
- Support SIT and end-user UAT activities, including the creation of test scenarios and reviewing test results to ensure specifications/requirements and acceptance criteria have been met.
- Support product demonstrations, end user training and documentation.
- Review and provide feedback on all project artifacts to ensure Elections Ontario's needs and expectations are met.
- Collaborate with third-party project vendors and provide support on project tasks and deliverables.
- Report on status of assigned activities during the project's SDLC.
- Participate in project team and committee meetings as required, providing consultative support.

What you need to qualify

- Formal education and/or certification in Business Analysis from a recognized college, university, or organization is mandatory.
- Demonstrated experience with Microsoft Dynamics 365 or similar ERP implementations and upgrades.
- Minimum 5 years of demonstrated experience in business analysis on information technology projects.
- Technical expertise to accurately and objectively evaluate complex problems and provide recommendations, with the ability to translate complex business requirements into clear, actionable specifications.
- Demonstrated experience creating requirements and use case documentation, process mapping and design (e.g. as-is, to-be states).
- Experience in managing cross-functional stakeholder expectations and ensuring alignment throughout the project lifecycle.
- Demonstrated ability working in a collaborative team environment with multiple stakeholders across an organization as well as external vendors.
- Proven ability to deliver under tight timelines.
- Strong understanding of data analytics and reporting to support business decision making.
- Demonstrated ability to adapt to changing project needs and prioritize in a fast-paced environment.
- Demonstrated experience in leading demos and training sessions and facilitating workshops to ensure smooth adoption of new systems and processes.



- Strong knowledge of project and software development methodologies, with demonstrated experience in Agile, Scrum, and Hybrid IT delivery methodologies, plus proficiency using Agile tools (e.g. Jira) and MS Office, including Word, PowerPoint, and Visio.
- Well-developed oral and written communication skills, with the proven ability to effectively interact with all levels of an organization's hierarchy.
- Knowledge of accessibility guidelines (Web Content Accessibility Guidelines, WCAG) and *Accessibility for Ontarians with Disabilities Act* (AODA) legislation.
- Must be legally entitled to work in Canada.

This position requires in-office presence 4 to 5 days per week, based on operational requirements.

How to apply

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your resume and cover letter as one attachment, quoting **File #: EO-2024-140** to the link: [Senior Technical Business Analyst](#) no later than **October 22, 2024**. Applications without a cover letter will not be accepted.

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.