The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Professional and Managerial Group

Analyst III (Web Project Management/Business Analysis)

Computing and Communications Services (CCS)

Temporary full-time from April 2016 to April 2017

Hiring #: 2016-0107

Please read the Application Instructions [1] before applying.

Computing and Communications Services (CCS) is the central IT department on campus, providing IT infrastructure and central technology services to the U of G community. CCS is committed to its Core Values: Service Culture, Integrity, Individual Leadership, Teamwork, Agility and Communication.

Reporting to the Manager, Business Solutions, CCS, the incumbent will manage a large project to assist the campus with providing accessible websites. This team has been formed to migrate selected existing websites into CCS’ AODA-compliant, Drupal platform.

The incumbent will use the existing documents created through requirements gathering to create a project plan and work with appropriate stakeholders to move their existing websites into the CCS Drupal platform. Each website engagement will involve further discussions with clients around their specific feature requirements, layout and organization of their website, and management of scope, timeline, content, etc. The incumbent will utilize technical expertise to propose solutions that will leverage already existing CCS solutions or work with other CCS staff to deliver new features when applicable. The ideal candidate will have demonstrated experience working with clients, familiarity with web accessibility and web content management and organization.

The successful candidate will be expected to:

- Utilize CCS’ project management framework in order to ensure successful project completion
- Leverage CCS’ business analysis framework or other web business analysis tools to successfully meet client website requirements.
- Consult and work closely with other CCS Analysts when implementing desired technical solutions
- Assist with testing and training

Requirements of the position include: an undergraduate degree in Computer Science or a related field; minimum of 3 to 6 years of related experience including system requirements analysis, project management and client relationship management, or an equivalent combination of education and experience. An ideal candidate will possess a thorough understanding of the AODA and WCAG 2.0, experience with the Drupal content management framework, a proven track record of excellent client relations, teamwork, oral and written communication, and well developed problem solving, analytical and process documentation skills. IT certifications such as CCBA, CBAP and PMP are
desirable.

Classification: C04*

**The salary range for this position is 15% higher than the salary range indicated on the Professional/Managerial Salary Grid. This compensation practice is currently under review, and may result in changes to the compensation received.

Posting Date: 2016 03 02
Closing Date: 2016 03 16

Source URL (modified on 03/02/2016 - 16:54): https://www.uoguelph.ca/hr/careers-guelph-current-opportunities/analyst-iii-web-project-management-business-analysis

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply