Senior Analyst – IT Business Analyst-Project Manager with HR Systems Focus

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Professional and Managerial Group

Senior Analyst – IT Business Analyst-Project Manager with HR Systems Focus

Computing and Communications Services (CCS)

Temporary full-time from October 1, 2018 to September 30, 2020

Hiring #: 2018-0416

Please read the Application Instructions [1] before applying

Computing and Communications Services (CCS) is the central IT department at the University of Guelph, providing core IT services and technology solutions to the U of G community. CCS has a progressive organizational culture, including a strong learning and development focus, and is committed to its Core Values: Service Culture, Integrity, Individual Leadership, Teamwork, Agility, and Communication.

The University of Guelph is in the planning stages of investigating a new Human Resources Management System (HRMS). The goal of this initiative is to replace the current HR system with a new transformative system that will improve performance, processes and services delivered by HR in addition to improving access to data needs to meet legislative requirements and support strategic decision making at the university.

CCS, in partnership with Human Resources is looking to bring in a Senior Business Analyst-Project Manager who will be the Project Manager for this high profile and strategic initiative. This position will also play a supporting role in the documentation of as-is processes, analysis of needs, RFP creation, vendor selection and implementation of a HRMS solution.

Reporting to the Manager, Applications and Project Management, the candidate will use the CCS Project Management Framework, which utilizes best industry practices, to lead projects in the implementation of solutions. This role works with clients, technical subject matter experts (SMEs), vendors and other project team members to initiate, plan, execute and control all project related items. This includes ensuring deliverables and timelines are met, changes are properly documented and approved, and issues addressed. We utilize both waterfall and agile methodologies.

Under the guidance of the Manager, HR Process Optimization and Systems, the successful candidate will use the CCS Business Analysis framework, which utilizes best industry practices, to thoroughly review, assess and document business requirements. You will elicit requirements through interviews, document requirements, business process descriptions, use cases, scenarios, task and workflow analysis and lead workshops. You will analyze and critically evaluate information gathered from multiple sources, reconciling conflicts and deconstructing high-level information into detailed requirements.

The candidate will be part of the University of Guelph Institutional Program Management Office (PMO) and will participate in PMO activities as required (project intake, program status dashboards, educating the university in project best practices).

During the initial business requirements phase, the following duties will be required:
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- Perform all Project Management activities
- Work with HR Manager, Process Optimization and Systems and subject matter experts to understand and document current business processes
- Work with CCS HR SME’s to understand and document
  - Flows between HR systems
  - Review of the multitude of exports and imports. This will contribute to their learning of HR processes including integrations
- Work with Consulting Firm and HR Manager Process Optimization and Systems – involvement in stakeholder meetings and workshops (eg. requirements gathering, fit/gap)
- Work with CCS, HR and other departmental stakeholders team to strategize on data definitions and reporting

Requirements of the position include:

- Bachelor’s degree in Computer Science/Information Technology or a related discipline and several years of related work experience or a combination of education and experience.
- Previous experience working within a Human Resources environment is required with a good knowledge of existing and emerging technologies related to HR systems.
- Has considerable experience in leading business analysis activities including requirements gathering, process design and optimization, stakeholder engagement activities, documenting current processes, providing fit-gap analysis, risk and change management, solution design.
- Understands how to translate business requirements into functional specifications. Experienced in RFP creation.
- Has considerable experience leading both waterfall and agile project management processes
- Previous experience in a higher education institution with demonstrated leadership and highly developed skills of collaboration, communication and time management
- Has worked on formal Business Analysis and Project Management activities and understands the applicable industry frameworks. Candidate should have professional certification from a recognized provider in Business Analyst & Project Management, such as IIBA, PMI, Prince2, etc. This may include, but not be limited to:
  - CCBA (Certification of Competency in Business Analysis)
  - CBAP (Certified Business Analysis Professional)
  - PMP (Project Management Professional)
  - PMI-PBA (Professional in Business Analysis)
- Strong interpersonal and communication skills (oral and written) with ability to work effectively with both business clients and technical team members

Classification P05*
Professional/Managerial Salary Bands [2]

*Tentative evaluation.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

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