Senior Analyst – IT Business Analyst – Project Manager

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Professional and Managerial Group

Senior Analyst – IT Business Analyst – Project Manager

Computing and Communications Services (CCS)

Temporary full-time from March 25, 2019 to March 24, 2021

Hiring #: 2019-0143

Please read the Application Instructions [1] before applying

Institutional Analysis and Research (IAR), in partnership with Computing & Communications Services has launched an initiative to develop an Institution-wide Data Strategy [2] to support data-driven decision making based on accessible, comprehensive and reliable sources of data for academic and administrative data on campus. Co-sponsored by the Assistant Vice-President Institutional Analysis & Research, and the Associate Vice-President and Chief Information Officer, the goal of this program is to provide data for University decision-makers that is accessible, readily available, usable, understandable, timely, trustworthy, consistent and standardized.

Under the direction of the project’s leadership, using agile project management tools and techniques, the position will work with the Program Manager to implement the data strategy program. The position will include prioritizing requirements, test management and change management and will also provide business analysis support throughout the agile implementation. With a strong foundation and experience in agile project management practices of large projects, this person will also provide back-up support for the Program Manager, help lead project communication efforts and provide support and guidance to help manage the organization through this transformational change.

The position will report to the Manager, Applications and Project Management in Computing and Communications Services (CCS). 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 position 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). The candidate will use industry best practices and the CCS Project Management and Business Analysis frameworks to deliver solutions.

Types of activities include:

- Working directly with the core project team and business partners to enable a collaborative and dedicated agile team environment.
- Managing the agile process for implementation, using scrum team agile methodology or a similar agile process.
- Helping to remove roadblocks and barriers to create optimal working-conditions for the team.
- Arranges daily stand-up meetings, facilitation meetings, scheduled meetings, demo meetings and decision-making processes.
- Working closely with business and IT to deliver project success.
- Assisting with Business Analysis, Test Management, Change Management, and Project Management support throughout the project.
• Assisting with effective communications of changes to the University community during implementation.

Requirements of the position include:

• Bachelor’s degree in Computer Science/Information Technology, Data Science, Analytics or a related discipline and several years of related work experience or a combination of education and experience.
• Previous experience working in higher education within a data services or analytics team with a sound knowledge of existing and emerging technologies related to data management is desired.
• Has considerable experience leading 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 [3]

At the University of Guelph, fostering a culture of inclusion [4] 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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