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**Job Title: Business Systems Analyst - Contractor**

**Employment Status: Temporary - Full Time**

**Reference Code: 1621**

**Closing Date: January 31, 2022**

**Location: Midhurst, ON L9X 1N6 CA**

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## **Position Summary**

The Business Systems Analyst leads the systems analysis and design process for major systems projects across the Corporation to ensure that business needs are thoroughly understood and that the technical solutions are properly aligned and adequately specified. The position provides Project Management and Business Systems Analyst support for the implementation of new systems as well as a key liaison role between business clients and IT technical staff regarding operational issues.

\* Assignment is until to the end of the scheduling system/platform implementation, with possible contract extension pending Council approval

## **Position Requirements**

1. Post-secondary degree in Computer Science, Business Administration or a related field, or equivalent combination of education and experience
2. Hands on experience and/or experience leading an implementation of an enterprise scheduling system/platform such as WorkForce Software and/or UKG Kronos
3. Hands on experience with SAP HCM/SuccessFactors or similar HRIS/ERP System
4. Experience with middleware technology such as CPI (Cloud Platform Integration) or Dell Boomi
5. Thorough knowledge of systems analysis methodologies including techniques to facilitate stakeholder participation, gather process and data specifications, document results, design solutions, and communicate findings.
6. Five (5) years progressive experience in an information technology related field with at least 3 years in a business analyst / project management role.
7. Certification in Business Analysis (BA) or Project Management Professional (PMP), or Project Management training with significant IT experience; Information Technology Infrastructure Library (ITIL would be an asset).
8. Experience applying Lean Principles, Lean certification preferred.
9. Experience with applying Project Management methodologies including Agile Methodologies
10. Thorough knowledge of contract negotiations, procurement procedures (purchase orders, RFP, RFI, RFQ processes), and vendor and contract management.
11. Significant experience in using project management tools for planning and implementing projects including MS Project, Excel, Word, Teams, project related documentation (including BRD, WBS).
12. Experience with Use Case Development, with Testing and Quality Assurance background
13. Extensive background in Microsoft applications and database environment is essential; experience with SAP, MS Project, SharePoint 2016/19/Online and similar Enterprise Systems preferred.
14. Exceptional business analysis, verbal and written communication and interpersonal skills with an emphasis on customer service and ability to work with a diverse group of stakeholders and senior level management
15. Technical background in one of the following areas preferred: (application development, network infrastructure, database administration, server administration)
16. Canadian Municipal experience would be an asset.

## **Compensation**

\$67 - \$88/hour (per 35-hour work week)

## To Apply

View the job description and submit your application online at [www.simcoe.ca/jobs](http://www.simcoe.ca/jobs)

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**The County of Simcoe thanks all applicants for their interest in this opportunity, but please note that only those candidates selected for an interview will be contacted. No telephone calls please.**

Personal information provided is collected under the authority of the Municipal Act (2001) and will be used to determine eligibility for employment. The Corporation of the County of Simcoe is an Equal Opportunity Employer, and will provide employment accommodation upon request.

