



# Career Opportunity

## Intermediate Business Analyst (Data Analyst)

Closing Date 2023-03-23.

**Reference:** 2223-2023-282

**Rate of pay:** \$75,649 - \$95,719 annually

**Classification:** ADG-D

**Outcome:** Temporary and/ or Candidate Pool

**Work environment:** Hybrid

**Work location:** Ottawa, Ontario

**Service area / Division:** Office of the Deputy Clerk, Administration / ERP Program

**Area of selection:** Open

**Language requirements:** BBC

### About the role

The Intermediate Business Analyst (Data Analyst) is part of the ERP Business Portfolios team that provides Business Analysis services and is responsible for the effective relationship management with our clients and stakeholders within the scope of ERP Program partners. Your main responsibilities will be to lead the elicitation of reporting and dashboarding needs in support of the strategic and operational objectives in partnership with various levels of stakeholders. You will be translating these into Business Intelligence and Data Analytics business requirements and collaborate on initiatives that aim to cater valuable information to our end user community.

You will be responsible for leading various initiatives and possessing strong business acumen and complementary analytical skills. You will be dedicated to establishing and maintaining harmonious and collaborative client relations to effectively deliver guidance and valuable outcomes

About the team: The House of Commons Administration's mission is to support parliamentary work of Members by anticipating their needs and delivering streamlined, personalized, and quality services. In support of this mission, the ERP Program is responsible for supporting and managing the HoC ERP Solutions that greatly contribute to the achievement of the HoC business' objectives. Our multi-disciplinary team delivers a mix of projects aligned with HoC strategic direction, and operations including collaboration across HoC corporate service areas.

### Top reasons to join the team

We build partnerships in the organization to achieve the objectives of the House Administration as "one team." In a supportive, collaborative environment, this opportunity allows you to work in a multidisciplinary team across the House of Commons. You will have a direct and positive impact on the service delivery and the success of the HoC Administration in achieving its strategic goals. You will be a leader within this team and play an integral role in helping and enabling our HoC Administration partners meet their commitments.



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## What you need

<b>Education</b>	<ul style="list-style-type: none"><li>▪ University degree in information technology, computer science or other related field, OR an acceptable equivalency of education, experience, and training.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ Experience in conducting Business Analysis activities in the context of business transformation projects.</li><li>▪ Significant Experience working with Business Users to elicit and prioritize reporting and business intelligence needs.</li><li>▪ Experience applying organizational change management methodology.</li><li>▪ Experience in the application of methods and practices of group facilitation and consultations to lead or contribute to working groups and project teams.</li><li>▪ Experience in Business Intelligence and data analytics delivery.</li><li>▪ Experience interpreting data, analyzing results using statistical techniques to support business needs.</li><li>▪ Experience in implementing data analysis solutions leveraging data governance, using modern business analysis techniques and principles.</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>▪ Experience in conducting business analysis in the context of an ERP environment covering Human Resources and/or Financial Services (or equivalent business service) domains.</li><li>▪ Knowledge of system development life cycle; and requirements, design, and test techniques.</li></ul>

## Outcome

Staff the position of Intermediate Business Analyst (Data Analyst) on a determinate basis (temporary) for one (1) year.

Create a pool of potential candidates that may be considered to staff future vacancies for this position or for other similar and/or related positions on an indeterminate and/or determinate basis.

Consideration may be given to candidates with other linguistic profiles.

## Competencies

Candidates will be evaluated against the House of Commons Administration Competency Framework – Professional/Advisory.

## Our commitment to inclusion, diversity, equity, and accessibility

The House of Commons Administration is committed to being a leader in inclusion, diversity, equity and accessibility. We continuously evolve our practices and design them in such a way as to ensure that everyone can equitably participate to the upmost of their abilities. As “One House,” we leverage diversity in all its forms and recognize that everyone has valuable contributions to make and the potential for individual growth.

## Apply and learn more!

If you dream of joining an organization that is small enough for you to be noticed, but big enough to provide you with a meaningful career, then we want to hear from you! We carefully review all applications and contact candidates retained for further consideration in a timely manner. Click on “Essential information” below to learn more about our selection process.

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