

Who are we?

VGH & UBC Hospital Foundation is Vancouver Coastal Health's primary philanthropic partner, raising funds for specialized adult health services and research for all British Columbians. We partner with donors to drive innovation and sustainable health care at VGH & UBC Hospital, GF Strong Rehab Centre, Vancouver Coastal Health Research Institute and Vancouver Community Health Services. Further information about the Foundation is available at www.vghfoundation.ca.

Information Systems are an important component in allowing the Foundation to meet its objectives, and to function as an organization. The Information Systems (IS) department provides expertise, tools and support that leverage IS to support the Foundation's stakeholders in the most effective and efficient way possible.

What's the opportunity?

Reporting to the head of Information Systems, this new role of Business Analyst aims to enhance the integration of IS with the business in order to:

- improve business processes that leverage information systems and data
- effectively translate business requirements into appropriate information systems
- be the primary liaison for managing the mechanics of the IS governance
- effectively support business requirements

The Business Analyst reviews existing procedures and workflows and identifies system functions, requirements, and procedures that improve the operations of the Foundation.

Key Responsibilities:

- Reviews and analyses Foundation business processes as prioritized through the IS governance process
- Identifies, scopes requirements to improve business processes across the Foundation, using interviews, document analysis, requirements workshops, storyboards, surveys, business process descriptions, use cases, scenarios, event lists, business analysis, competitive product analysis, task and workflow analysis, and/or viewpoints
- Documents business and functional requirements, use cases, user stories, and software requirements specifications documents, using standard templates and simple, clear, unambiguous, and concise language, process flows, context diagrams, and mock-ups
- Engages different parts of the business to identify the need for, affect, and measure the impact of change
- Uses initiative and independent judgement to actively participate in the business process development lifecycle, including managing deadlines, following change control procedures, tracking requirement status, coordinating user acceptance testing (UAT), and maintaining requirement traceability
- Organizes information and prepares reports to inform business decisions and actions and makes presentations to groups and individuals

What do you bring?

- Skills and knowledge typically gained from a minimum of 3-5+ years of experience in business analyst roles, analyzing customer requirements and developing solutions for mission critical business applications
- Strong working knowledge of the standards and methodologies of business analysis (BABOK) and of applicable tools that support business analysis, such as diagramming and other visual modeling software applications
- Experience with contemporary requirements elicitation, analysis, specification, verification, and management practices and the ability to apply them in practice
- Research and analytical skills to critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, and abstract up from low-level information to a more general understanding
- Understanding of requirements engineering according to software lifecycle methodologies in a team environment, including Agile
- Experience with software development life cycle and systems development life cycle concepts
- Thorough understanding of the concepts and implications of data integrity and of database concepts related to the acquisition and capture of information
- Solid understanding of business process redesign concepts and process improvement techniques
- Ability to synthesize large amounts of data and produce clear and relevant documentation, including visualizations using business processing tools (e.g. Visio, Lucidchart or similar)
- Ability to develop workable solutions to complex problems and issues
- Very strong communication and interpersonal skills, to support collaboration and communication of complex information to experts and non-experts
- Ability to establish strong working relationships across all levels of the Foundation, help negotiate priorities and resolve conflicts among project stakeholders
- Undergraduate degree from an accredited college or university or an equivalent combination of education and work experience
- Experience with Salesforce and business intelligence reporting tools would be an asset
- Certified Business Analysis Professional, or ability to become certified, would be an asset

What do we offer?

The successful person can expect a competitive yearly base salary between \$74,308 and \$84,441, depending on skill and experience. Additional variable pay, benefits, flexible working arrangements, investment in professional development and subsidized access to fitness, cycling and parking facilities all contribute to a top-notch total rewards package. Start date: **as soon as possible**.

To apply

If you possess the qualifications and experience indicated, please email your resume and cover letter in a single pdf file, with your name and “Business Analyst” in the subject line and file name, **by midnight on 8th July** to hr@vghfoundation.ca

We welcome applications from anyone eligible to work in BC. We encourage applications from Indigenous people, people with disabilities, BIPOC and racialized individuals, people of minority sexual orientation or gender identity, and others who may contribute to the Foundation's organizational diversity and who share the Foundation's values.