
Who We Are

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.

The Analytics & Research (A&R) team provides senior management, fundraising staff and other business units with information and analysis that support high quality, data driven, decision-making that enable appropriate management action.

The Analytics team within A&R is responsible for growing and solidifying the role/use of data in achieving the Foundation's strategic plan goals and defining and driving an analytics vision.

The Research team within A&R is responsible for planning and delivery of prospect research activities to identify, assess and qualify, by research, prospective donors and other supporters to support strategic goals of the Foundation, in alignment with the Foundation's fundraising priorities, as well as providing accurate and salient information on the market and current and prospective donors and supporters.

About This Role

The Business Analyst enhances 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. The Analyst takes an approach that is agnostic to any specific tool or technology.

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
- 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
- Responds to changing business requirements and takes account of the opportunity afforded by

the rapid evolution of information systems

- Uses critical thinking, data and analysis to assess processes, determine requirements and deliver data-driven, innovative recommendations and reports to leadership and stakeholders
- Makes recommendations on varied and complex business issues, based on expertise, to the appropriate decision authority, and liaises with project teams through execution
- Collaborates with business users to update other organizational assets, including training materials, impacted by business process and technology changes
- Provides leadership and subject matter expertise in IS governance despite having limited decision authority
- Leads/participates on teams and committees, influencing others to adopt ideas or recommendations related to specialized subject area

What You Offer

- Proficient level of professional experience in business analyst roles, analyzing customer requirements and developing solutions for mission critical business applications
- 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
- 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)
- Proficient with software development life cycle and systems development life cycle concepts as demonstrated through professional experience
- Proficient with contemporary requirements elicitation, analysis, specification, verification, and management practices as demonstrated through professional 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
- Holds strong working knowledge of the standards and methodologies of business analysis (BABOK)
- Understands requirements engineering according to software lifecycle methodologies in a team environment, including Agile

What We Offer

The successful candidate can expect a starting salary between **\$85,078** and **\$96,680**, depending on factors such as skills, experience, and internal equity. Once hired, salary is reviewed annually and successful employees have the opportunity for their salary to increase over time up to the maximum of the pay band, currently **\$109,249**.

Additional variable pay (merit/bonus), defined benefit pension plan, extended health and dental benefits for you and your partner/children, flexible working arrangements, four weeks' paid vacation, investment in professional development and subsidized access to transit, fitness, cycling and parking facilities all contribute to a top-notch total rewards package. If you'd like more information on what we offer, please ask!



Business Analyst
VGH & UBC Hospital Foundation
Full Time – Permanent

To Apply

Please send your application to Human Resources by email at careers@vghfoundation.ca

This opportunity will remain open until the right candidate is chosen

We welcome applications from anyone who is eligible to work in BC and fully vaccinated against COVID-19. 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.