INNOVATION

Canada Foundation for Innovation   **Fondation canadienne pour l'innovation**

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With a bold, future-looking mandate, the Canada Foundation for Innovation equips researchers to be global leaders in their field and to respond to emerging challenges. Our investments in state-of-the-art tools, instruments and facilities underpin both curiosity- and mission-driven research that cuts across disciplines and bridges all sectors. The research infrastructure we fund mobilizes knowledge, spurs innovation and commercialization, and empowers the talented minds of a new generation.

Job Opportunities

<u>Business analyst</u>

- One permanent full-time
- One 12-month contract

Reporting to the Associate Director of Business Applications and the Senior Business Analyst as designated, the incumbent plays a pivotal role in understanding the needs and goals of business units and assisting in the translation of their requirements into functional specification and technical solutions that can be implemented using CFI systems. Responsible for documenting and interpreting business requirements, processes, and services, the Business Analyst will foster effective communication between the business units and technical teams to ensure alignment on project objectives and solution delivery. Working in collaboration with the Senior Business Analyst, the individual will provide support to business units, assess project scope, identify areas for improvement, analyze and document requirements, and support the implementation of business solutions.

Stakeholder engagement and communication

- Facilitate communication between various business stakeholders and technical teams, ensuring alignment of project objectives
- Engage with stakeholders and the Senior Business Analyst to determine project scope, objectives and goals
- Engage with stakeholders to identify business needs, and to document business requirements
- Liaise with internal and external developers to ensure that specifications are clearly understood and to resolve any issues that arise during development
- Serve on the stakeholder committee, providing insight and input on specific topics

Documentation and analysis

- Analyze, interpret and document system functionality and business processes according to the needs of stakeholders
- Translate business requirements into technical specifications
- Create, update and maintain project documentation including requirements, use cases, business rules, and process flow diagrams

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- Prepare plans for testing project functionality
- Coordinate, test and report on business requirements throughout the project lifecycle
- Support user acceptance testing and prioritize user acceptance testing feedback under supervision of Senior Business Analyst
- Document processes and procedures for the purposes of training initiatives and post-implementation support

Project management support

- Collaborate with stakeholders to identify, document and analyze the need for changes to systems or processes
- Support the Senior Business Analysts in the implementation of changes to drive organizational transformation and improvement
- Oversee projects of moderate scale and contribute to significant projects led by the Senior Business Analyst
- Identify project risks and issues, identifying potential mitigation
- Executes the testing process for both system and user acceptance testing
- Provide Tier 2 technical support and suggest appropriate course of action
- Assist and mentor business units on CFI systems
- Perform data analysis to identify trends, patterns and insights that can inform decision-making

Education and skills

- A university degree or college diploma in a related field
- Strong knowledge of business analysis methodologies and best practices
- Experience with business analysis and project tools (i.e. Axure, Case Complete, JIRA)
- Strong written and oral communication skills
- Excellent interpersonal skills with the ability to clearly communicate complex ideas to technical and general audiences
- Strong attention to detail and high-level of accuracy
- Strong customer service skills and experience delivering support and maintenance
- Experience with SharePoint and Microsoft 365
- Ability to analyze large data sets
- Strong problem-solving skills with ability to deliver standardized solutions
- Experience handling multiple projects with competing deadlines
- Business analyst certification is an asset, and it is encouraged to obtain certification if none held

Total compensation:

The CFI offers a competitive compensation package that includes employee benefits and participation in the Sun Life Financial pension plan, four weeks of paid vacation leave as well as personal days and access to the Wellness Fund that covers health and wellbeing items for you and your family.

Business Analyst

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These are positions in a hybrid work environment, requiring a minimum of two days per week at the CFI offices.

Please send your CV and a cover letter by end of day on April 22, 2025, to:

Eric Desjardins
Director of Human Resources
Canada Foundation for Innovation
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
hr@innovation.ca

We would like to thank all candidates who apply. Only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official languages principles and respects Ontario's Accessible Customer Service Policy. We attempt to accommodate individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please let us know in advance if you require accommodation to participate in the hiring process.

The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

The Canada Foundation for Innovation respectfully acknowledges that its head office is located on the traditional, unceded territory of the Anishinaabe Algonquin People.

Visit Innovation.ca and our "Careers" page for more information about the CFI.