



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/07

Business Analyst

Job ID	21-968-08-223-8760	
Web Address	https://careers.indigenous.link/viewjob?jobname=21-968-08-223-8760	
Company	CSIS	
Location	Ottawa, Ontario	
Date Posted	From: 2021-12-10	To: 2050-01-01
Job	Type: Full-time	Category: Public Administration

Description

Closing Date 2022-03-15
Reference Number 21-968-08-223
Job Category
Experienced

Who Can Apply Canadian Citizens

Location Ottawa, Ontario
Salary Range \$78,800 - \$95,870
\$84,050 - \$102,250
Status Indeterminate
(permanent)

Language Requirement Various

Job Summary

The Business Analyst leads key activities including eliciting, analyzing, validating and documenting business, organizational, and / or Information Technology (IT) operational requirements, and related business rules to determine best solutions to client business needs, plans, and objectives. The functions a Business Analyst may be expected to perform include (but are not limited to):

- Working closely with the Project Manager to define and execute agreed upon Business Analyst deliverables and scope for assigned projects;
- Conducting business analysis and research to determine the integration of the evolving business requirements that will fulfil user needs and increase the efficiency and efficacy of the programs, including:
 - Liaising with business and technology clients to facilitate the development of the business requirements into solutions,
 - Organizing and facilitating requirements gathering sessions with project stakeholders, team members, and end users,
 - Developing business requirements documentation such as User Stories and Use Cases, and
 - Conducting requirements review walkthrough sessions;
- Developing and establishing partnerships with lines of business in order to become fully knowledgeable with their business support systems, issues and processes, including:
 - Identifying current and future needs and developing business plans and strategies for their implementation,
 - Working closely with clients and project stakeholders to recommend the best solution(s) to meet the client business needs, and
 - Determining the feasibility of business requirements and alignment to business needs; and
- Conducting research, analysis, and testing of new business solutions for possible client use by evaluating new products for their potential to address business requirements, keeping up with current trends, participating in information sessions / seminars, and meeting with manufacturers and service providers.

Education

Level 08 Education

- Undergraduate degree and four (4) years of experience**
- College diploma and six (6) years of experience**
- High school diploma and seven (7) years of experience**

The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense from an accredited learning institution recognized in Canada. NOTE: Any higher level of education (i.e.: Masters, Doctorate) in a related field of study could be recognized as experience. Underfill Level 07 Education

- Undergraduate degree and two (2) years of experience**
- College diploma and four (4) years of experience**
- High school diploma and five (5) years of experience**

The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you

will be required to obtain proof of a Canadian equivalency at your expense from an accredited learning institution recognized in Canada. NOTE: Any higher level of education (i.e.: Masters, Doctorate) in a related field of study could be recognized as experience.

Experience

Level 08 ** Experience performing business analysis functions for IT related products, solutions or services. Candidates must also possess:

- Four (4) years of experience working on projects in an Information Management (IM) / Information Technology (IT) environment with technical and non-technical stakeholders in which they were analyzing requirements, liaising with business and technical stakeholders, leading requirement elicitation working sessions, and developing and presenting recommendations / solutions to business partners and senior management;
- Experience gathering requirements for projects;
- Experience with providing presentations to managers and / or senior Executives; and
- Experience in the review, development, and application of business process models such as use cases, process maps, and workflow diagrams.

Assets

- Experience working with the Software Development Lifecycle (SDLC);
- Experience providing analysis, advice, and recommendations related to the implementation of new technologies or applications;
- Experience working with BABOK methodology;
- Experience working with BPMN methodology;
- Experience working with Agile methodology; and
- Experience preparing written communications for technical & non-technical stakeholders at various levels.

Underfill Level 07 ** years of experience must be in each criterion:

- Coordinating projects;
- Liaising with business and non-technical stakeholders;
- Preparing written communications for technical & non-technical stakeholders at various levels;
- Facilitating meetings;
- Analyzing information and data; and
- Developing partnerships across the organization.

Assets

- Experience working with the Software Development Lifecycle (SDLC);
- Experience working with BABOK methodology; and
- Experience working with Agile methodology.

Other Requirements A written exam may be administered. The exam will serve to evaluate written communication skills and your knowledge in business analysis. If successful, you will be invited to an interview.

Competencies

- Organizational / Multi-tasking skills
- Communication
- Adaptability / Flexibility
- Analytical Skills
- Initiative

Conditions of Employment

Upon appointment, an employee shall remain in his/her new position for two (1) year. Level 08: Depending on experience and background, successful applicants appointed to a Level 08 position may be required to complete individual courses from a selected Business Analysis certification program, based on an established training plan. Level 07: Successful underfill applicants will be appointed to the position as Grade 07, underfilling the position until they reach the full-working level. To achieve the full working level, a training plan, including the required objectives to be reached will be established. The training plan will include the mandatory requirement to participate and obtain certification in the selected Business Analysis certification program in order to allow the employee the possibility of qualifying in the full level of the position. Failure to complete the training plan or the certification will result in the employee returning to his/her previous grade, in a position for which all requirements are met.

Notes

While we continue to explore opportunities for flexible work arrangements, the majority of work in our organization must be done in the office and cannot be performed at home. Various language requirements:

- Bilingual imperative (BBB/BBB)
- Bilingual non-imperative (BBB/BBB).

For bilingual imperative positions, offers will be made to qualified candidates who meet the linguistic requirements. For bilingual non-imperative positions, offers will be conditional upon meeting the linguistic requirements within two (2) years of appointment. IT Market Modifier designated positions; therefore successful candidates may be eligible to the IT Market Modifier. Some relocation expenses may be reimbursed by the Service.

Reference Links

Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit [CSIS for Business Analyst](#)