

Senior Agile Business Analyst

Position Status:	Temporary Assignment to March 31, 2025
Posting Status:	Open
Location:	26 Prince Andrew Place, North York, ON M3C 2H4
Starting Salary:	\$71,563 per year
Hours of Work:	36.25 per week
Posting Date:	September 4, 2024
Closing Date:	September 9, 2024

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Information Technology and Digital Solutions (ITDS) division is looking for an IT professional to join its team in its quest to enable Elections Ontario's next phase of business, systems, and applications transformation. As the Senior Agile Business Analyst, you possess a strong technical background and will be responsible for analyzing the business needs and requirements of Elections Ontario. You will play a key role in the design and delivery of accessible digital solutions at Elections Ontario. You will be responsible for defining detailed user requirements and systems documentation using various System Development Life Cycle and Software Development Life Cycle (SDLC) methodologies in a fast-paced project environment, closely collaborating with cross-functional teams.

What to expect in this role

Reporting to the Manager, Digital Products, you will:

- Lead and facilitate sessions with Elections Ontario business units to gather requirements, refine and document use cases, business rules, scenarios, data needs, as well as functional and non-functional systems requirements for various technology projects, initiatives and software development.
- Analyze, validate, and translate functional and non-functional business requirements into conceptual design documentation to execute changes or

enhancements to business processes, data/information, and digital products and services.

- Assess the information technology needs and data/system requirements of EO business units.
- Analyze existing processes, create process maps and workflow documents, and identify areas for potential improvement.
- Develop solution designs that record and explain the desired outcomes of the system enhancement/development.
- Create, refine, and maintain user stories and associated deliverables such as “as-is” and “to-be” process flows and test cases to meet development and stakeholder needs.
- Write clear, concise, and technically sound requirements, expected outcomes and acceptance criteria that are ready for development.
- Deliver documentation to stakeholders for validation and approval and to technical project members to deliver/implement the solution.
- Support product demonstrations and end-user UAT activities and review test results to ensure specifications/requirements and acceptance criteria have been met.
- Evaluate evolving business requirements and recommend appropriate systems alternatives and/or enhancements to current systems.
- Review and provide feedback on all project artifacts to ensure Elections Ontario’s needs and expectations are met.
- Provide support to third-party project vendors and suppliers.
- Work closely with the Scrum Master in supporting the Agile Methodology as needed.
- Report status of assigned activities during the project’s SDLC.
- Participate in project teams and committees, providing consultative support and fact-finding services.

What you need to qualify

- Formal education and/or certification in Business Analysis from a recognized college, university, or organization is mandatory.
- Agile/Scrum certifications preferred.
- Extensive experience in business analysis, with at least 4-6 years of demonstrated experience as a business analyst on information technology projects, modernization initiatives and agile software projects.
- Knowledge of accessibility guidelines (WCAG) and *Accessibility for Ontarians with Disabilities Act (AODA)* legislation.



- At least two years of hands-on experience conducting accessibility validation testing against WCAG 2.0 Level A and Level AA success criteria using various means, including but not limited to assistive technologies, screen readers (JAWS, NVDA), specialized applications and keyboard navigation.
- Demonstrated use case creation and documentation, requirements storyboarding, story maps, user stories, and creation of testable requirements and test cases, demonstrated User Story writing experience.
- Proven ability to deliver under tight timelines, reconcile ambiguous requirements, and work with incomplete reference documentation.
- Strong knowledge of project and software development methodologies, with demonstrated experience in Agile, Scrum, and Hybrid IT delivery methodologies.
- Experience using Agile tools (i.e., Jira) and MS Office tools, including Word, PowerPoint, and Visio.
- Demonstrated business analysis, process design and technical expertise to accurately and objectively evaluate complex problems and provide expertise, proposals and recommendations to meet diverse business needs.
- Demonstrated ability working in a collaborative team environment with multiple stakeholders across an organization, including Product Owners, Scrum Masters, Project Managers, Developers, Business Owners, QA personnel, as well as external Vendors.
- Well-developed analytical and problem-solving skills.
- Strong presentation, facilitation, and workshop skills.
- Well-developed oral and written communication skills, with the proven ability to effectively interact with all levels of an organization's hierarchy, including executives. Excellent client relationship and interpersonal skills, with a high level of comfort performing product demos to various stakeholders.
- Must be legally entitled to work in Canada.

Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). This position requires in-office presence 4 to 5 days per week, based on operational requirements.

How to apply

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your resume and cover letter as one attachment, quoting **File #: EO-2024-119** to the hyperlink [Senior Agile Business Analyst](#) no later than **September 9, 2024**.



We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.