



Senior Agile Business Analyst (2)

Position Status:	Permanent
Posting Status:	Open
Location:	On-Site - 26 Prince Andrew Place, North York, ON M3C 2H4
Salary Range:	\$73, 531 to \$88,167 per year
Hours of Work:	36.25 per week
Posting Date:	January 7, 2026
Closing Date:	January 13, 2026

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 IT & Digital Solutions division of Elections Ontario is seeking a Senior Agile Business Analyst who has strong background interacting with stakeholders, designed detailed user requirements and systems documentation to join our Information Technology & Digital Solutions Division.

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, 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.
- Analyze existing processes, create process maps and workflow documents, and identify areas for potential improvement.
- 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.
- 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.
- 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.
- 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.

This position requires in-office presence 5 days per week.

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, to jobs@elections.on.ca quoting File #: EO-2026-01 to no later than January 13, 2026.

Please note: Applications without a cover letter will not be accepted.

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.