

Business Information Analyst

Position Details

Position Information

Position Title	Business Information Analyst
Department/Unit	Sci, Information Tech, Eng Co-op Ed
Location	Halifax
Posting Number	S138-19
Employee Group	DPMG
Position Type	Regular, On-Going
Duration of Contract (if applicable)	
Employment Type	Full Time
Full-time Equivalency (FTE)	
Salary	\$51,504 - \$69,683 per annum
Classification	ADM-05
Provisional Statement	This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

About Dalhousie University

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

Job Summary

The offices of Science, Information Technology, Engineering (SITE) Co-operative Education and Management Career Services (MCS) at Dalhousie University are responsible for managing over 2,000 quality work term opportunities for students annually in 28 co-op programs across four faculties.

Reporting to the Directors of SITE Co-op and MCS, the Business Information Analyst is responsible to design, develop, implement, evaluate and oversee the information requirements and system technology needs to support the inter-departmental collaboration between Science, Information Technology, Engineering Co-operative Education and Management Career Services in delivering co-op and career education. This role requires a balance of collaborative leadership, information management and technical acumen to anticipate, understand and meet information requirements, conduct business analysis and manage supporting digital technology platforms.

Key Responsibilities

- Investigate and recommend new initiatives and projects based on trends and evolving digital tools for application within Co-op and Careers
- Lead system upgrades working with vendors and internal stakeholders to ensure efficient planning, communication and execution through the development of project

scope, specifications, task and test plans

- Develop, implement, evaluate and improve business intelligence and analysis processes

- Recognizing that information and data are strategic assets, design, develop, implement, and evaluate a robust plan for system oversight and data and risk management on behalf of supported departments

- Remain current on trends, best practices and evolving information/digital technologies that could be applied within Career, Co-op and work-integrated learning programs at Dalhousie

Note

The search committee would appreciate receiving your cover letter and resume/curriculum vitae outlining your relevant skills, training and experience that align with this position.

Qualifications

Undergraduate degree in computing science, business, science, or related field, plus approximately three years' relevant experience (or equivalent combination of training and experience) in the design and delivery of digital technology and information management tools. The role requires a strong communicator, demonstrating competencies in business analysis/mapping, process improvement and project management. Experience working in a university environment and/or exposure to co-op, work-integrated learning and career services would be a strong asset. Must be able work with a great deal of self-direction to achieve assigned goals. Requires competency working with Office 365 applications, and experience with data management and visualization tools are considered an asset.

Job Competencies

The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies (<https://www.dal.ca/dept/leaders.html>), in particular:

- Accountability for Performance & Results
- Change & Innovation
- Resource & Process Management
- Knowledge & Thinking Skills
- Communication
- Respect & Inclusion

Additional Information

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Application Consideration

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Diversity Statement

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity.

Posting Detail Information

Number of Vacancies 1
Open Date 08/23/2019
Close Date 09/12/2019
Open Until Filled No

Special Instructions to Applicant

Quick Link for Direct Access to Posting <http://dal.peopleadmin.ca/postings/2025>

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter