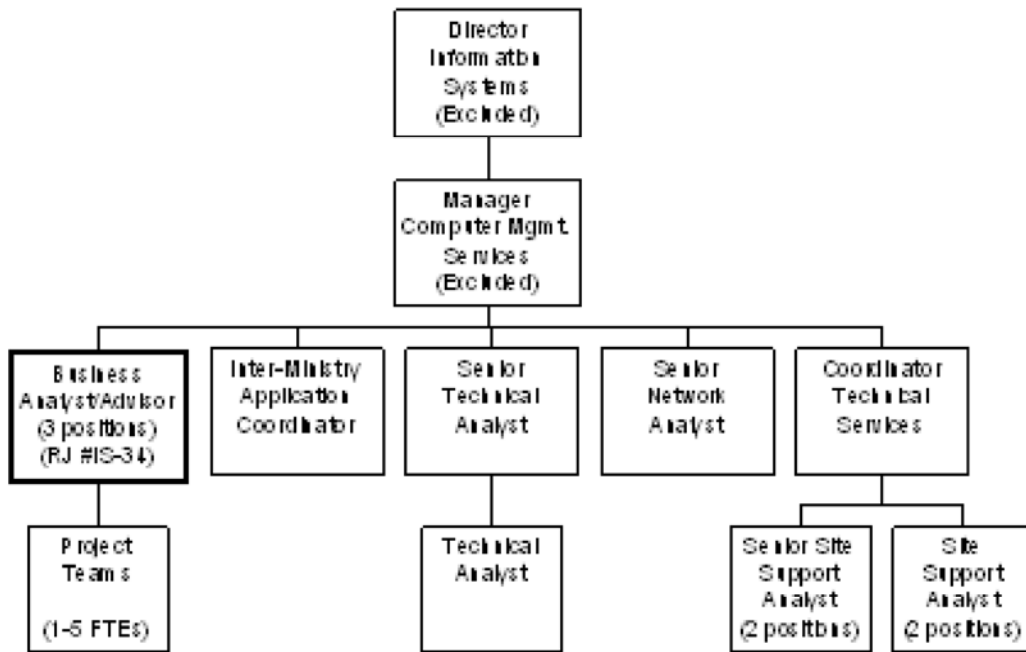|	
Position:	**Reference Job #IS34**
Ministry:	Small Business, Tourism & Culture
Working Title:	**Business Analyst / Advisor**
Branch:	Information Systems Branch
Level:	Range 27
Location:	Victoria
NOC Code:	2162

PRIMARY FUNCTION

To provide business analysis advice/services for front line programs in the Culture Division to achieve business goals and objectives.

JOB DUTIES AND TASKS

1. Identifies business needs and conducts information technology/systems planning
   a. provides advice to ADM, branch directors and senior management
   b. develops business/information system plans and annual IT Plan/Budget for the Culture Division (program area) and multiple branches (line programs)
   c. guides management towards accepting change and balanced systems solutions
   d. identifies opportunities for modification of Ministry programs where necessary
   e. develops information technology policy, procedures and guidelines for division programs
2. Plan, support and coordinate systems projects for multiple branches
   a. coordinates business changes for acquisition and deployment projects or systems maintenance projects
   b. advises ministry program areas and contributes to policy and procedures on information technology and information management
   c. defines user needs and implements computer systems using systems life cycle
   d. develops initial concepts up to completion of post-implementation reviews to ensure customer satisfaction
   e. coordinates the operation, support and maintenance of the production application systems
   f. prepares project estimates, monitors budgets, reports on costs and identifies/resolves
   g. assesses options, prepares briefing notes for Executive and determines project requirements
   h. adapts standardized contract language, negotiates contracts for systems projects and recommends approval
   i. ensures integrity and effectiveness of solutions provided to clients and ensures their satisfaction
   j. reviews deliverables to ensure contractors are delivering systems as specified and designed
   k. provides direction to project teams composed of in-house ISB staff and contracted resources
   l. determines best compromises to deal with differing objectives
   m. trains and educates users as necessary
3. Performs business area analysis
   a. collects, analyzes and documents business/information requirements to identify improvements

b. uses a variety of tools/methods to define improvements necessary to automated/manual systems

c. communicates and markets the use of ISB resources, standards and procedures to ensure optimal service to clients

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                          +---------------------+
                          |     Director        |
                          |   Information       |
                          |     Systems         |
                          |    (Excluded)       |
                          +---------------------+
                                    |
                          +---------------------+
                          |      Manager        |
                          | Computer Mgmt.      |
                          |     Services        |
                          |    (Excluded)       |
                          +---------------------+
                                    |
    +----------------+--------------+--------------+----------------+
    |                |              |              |                |
+-----------+  +-----------+  +-----------+  +-----------+  +-------------+
| Business  |  |Inter-Ministry| | Senior   |  |  Senior  |  | Coordinator |
|Analyst/   |  | Application | | Technical |  |  Network |  |  Technical  |
|Advisor    |  | Coordinator | |  Analyst  |  |  Analyst |  |   Services  |
|(3 positions)| +-----------+  +-----------+  +-----------+  +-------------+
|(RJ #IS-34)|                        |                            |
+-----------+                        |                    +-------+-------+
      |                              |                    |               |
+-----------+                 +-----------+        +-----------+  +-----------+
|  Project  |                 | Technical |        |Senior Site|  |   Site    |
|  Teams    |                 |  Analyst  |        |  Support  |  |  Support  |
|           |                 |           |        |  Analyst  |  |  Analyst  |
|(1-5 FTEs) |                 +-----------+        |(2 positions)| |(2 positions)|
+-----------+                                      +-----------+  +-----------+
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FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	**JOB KNOWLEDGE** Understand the theory of computer science to plan business planning and development projects; conduct investigative, feasibility and analytical studies on use of information systems and technologies; develop and document user requirements and technical specifications for new and enhanced integrated systems such as the Provincial Heritage Register Database and the Heritage Trust Database for the Culture Division in the Ministry; research and develop business cases.	H	280
2	**MENTAL DEMANDS** Judgement to plan, organize and evaluate operational and application technology and approaches for the Culture Division; manage IT requirements to develop and define user information management and business needs; coordinate the IT budget; coordinate IT projects and developments for the program area.	H	250
3	**INTERPERSONAL COMMUNICATIONS SKILL** Persuasion required to use basic negotiation skills to gain consensus and agreement of business, IT and project plans with Ministry executive, program area senior management and staff.	D	45
4	**PHYSICAL COORDINATION AND DEXTERITY** Moderate coordination and dexterity required to use computer keyboard and mouse with some requirement for speed to develop project plans and specifications.	C	15
5	**RESPONSIBILITY FOR WORK ASSIGNMENTS** Guided by guidelines and technical standards, plan and organize systems projects for Culture Division; develop business, systems and project plans such as for Archaeological Site Information Database and document user business requirements, technical specifications and needs; conduct cost benefit analyses, feasibility studies and risk assessment and make recommendations to ministry executive.	F	160
6	**RESPONSIBILITY FOR FINANCIAL RESOURCES** Significant financial responsibility to adapt standardized or pre-approved language and certify satisfactory contract performance as to whether results have been achieved.	E	33

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	**RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION** Considerable responsibility to develop new and / or enhanced information systems for the Culture Division.	E	33
8	**RESPONSIBILITY FOR HUMAN RESOURCES** Responsibility to assign, monitor and review work of project team members (1+ to 5 FTEs).	CD	14
9	**RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS** Responsibility for own well-being and safety in a low risk environment.	A	5
10	**SENSORY EFFORT/MULTIPLE DEMANDS** Focused sensory concentration to frequently view computer screen while developing project plans and specifications.	C	12
11	**PHYSICAL EFFORT** Moderate physical effort to apply frequent visual attention to computer screen.	C	12
12	**SURROUNDINGS** Exposure to occasional unpleasant dealings with upset clients.	A	2
13	**HAZARDS** Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 865

Level: Range 27