

## **Business Analyst**

**(Job # 2025-084-IE)**

<b>Department:</b>	Corporate Services
<b>Status:</b>	Part Time, Permanent
<b>Date Posted:</b>	September 3, 2025
<b>Date Closing:</b>	<b>September 17, 4:00 p.m.</b>
<b>Number of Positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	Up to 30 hours per week
<b>Salary:</b>	\$51.54 - \$57.97 per hour
<b>Flexible Working Arrangements:</b>	Yes
<b>Vacancy Reason:</b>	New Position

---

### **WHY Stouffville:**

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, flexible schedules, complementary gym membership and access to our employee discount program.

As a Business Analyst, you'll be part of a collaborative and technically advanced IT team, driving key initiatives like HRIS and ERP system implementations. You'll work closely with both IT and business units across the municipality, translating complex technical concepts into actionable insights and helping shape efficient, future-ready processes. This role is ideal for a strong communicator who thrives in dynamic environments and enjoys solving business challenges through thoughtful analysis.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

### **Position Purpose:**

Reporting to the Chief Information Officer, the Business Analyst will participate in the development and implementation of innovative technology solutions in addition to providing support and enhancements to existing business applications. The Analyst will work closely with project sponsors, business users, subject matter experts, and external vendors to translate business needs into detailed documented requirements, functional designs, business process flows, and quality assurance plans. This role serves a critical link between the, Information Technology and the other business groups within the organization to ensure the successful delivery and operation of high-quality business enterprise systems.

### **Qualifications and Requirements:**

- Certified Business Analysis Professional (CBAP) or Project Management Institute - Professional in Business Analysis (PMI-PBA) certification would be considered an asset.
- Awareness of best practices in information technology service and solution delivery such as ITIL, COBIT, Lean/Six Sigma, project management (PMP) and change management (PROSCI). Certification in any of these disciplines would be considered an asset.
- Minimum 5 years of progressive experience as a Business Analyst within a complex corporate enterprise environment with a focus on business process engineering responsibilities.

- Excellent interpersonal, collaboration, and negotiation skills with a proven ability to successfully deal with complex issues working within a matrixed organization and cross-functional project teams.
- Results-oriented critical thinker with strong leadership skills capable of employing both a tactical and strategic approach as appropriate.
- Superior oral and written communication skills with demonstrated experience in translating complex technical concepts into clear and concise terms tailored to their audience, comfortable interacting with all levels of management and end users.
- Strong customer service orientation with experience acting as the prime technical resource when liaising with vendors and business stakeholders.
- Excellent time management and organizational skills adept at effectively dealing with multiple competing priorities while consistently meeting deadlines.
- Possession of a valid Ontario Class "G" Driver's License and access to a vehicle for use on corporate business (mileage compensated).
- Other duties as assigned.

### **How to apply:**

Please forward your resume in confidence by **September 17, 2025, at 4:00 p.m.**, identifying **Job # 2025-084-IE** in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*.

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**