



National Indigenous
Fire Safety Council Project
Projet du conseil national
autochtone de la sécurité-incendie

Business Analyst

Please apply by email to HR@indigenousfiresafety.ca

The Aboriginal Firefighters Association of Canada (AFAC) was founded in 1991 and is a united body of regional Indigenous emergency and fire service organizations across Canada whose mandate is to represent the interests of local associations at the national level. The National Indigenous Fire Safety Council (NIFSC) Project has been formed under the guidance of AFAC to specifically drive the implementation of standardized fire services, and promote national standards in fire prevention, education, and suppression within Indigenous communities across Canada. Over the next two years, the NIFSC Project will be developing more than seventy programs ranging from public fire safety education to custom support services for indigenous fire departments across Canada.

Currently, NIFSC is looking to fill the contract role of **Business Analyst** who will support the Project Manager and the NIFSC Project team with project and program process modeling, analysis, system improvement and efficiencies, and creating detailed process documentation.

Main Responsibilities Include:

- > Develop the Business Requirements document
- > Develop and document business processes to support project management
- > Evaluate existing business processes, and develop proper processes for new programs and initiatives
- > Design and implement tool-based workflows, data transfers, and templates
- > Lead process improvement initiatives and conduct ongoing reviews of existing business processes
- > Conduct Gap Analysis on Current State and Future State Business Processes
- > Facilitate Business Requirement and Customer Journey (Design Thinking) Workshops
- > Liaise with internal team members, community representatives, and other stakeholders on processes and improvements
- > Transfer knowledge of processes to project team members, and share ideas and findings
- > Manage Business Analysis Information including change management
- > Develop RACI Matrix
- > Analyze and prioritize requirements and design elements
- > Recommend automation and systems modernization options
- > Develop Traceability Matrix and manage the life cycle of business requirements
- > Conduct solution evaluation to ensure business needs were met
- > Manage monthly business analysis workplan and ensure that agreed upon milestone and deliverables are met
- > Other tasks as required

Core required competencies:

- > Strong analytical skills, with the demonstrated ability to anticipate and manage the implications of system changes on work processes and procedures
- > Considerable problem-solving skills with the demonstrated ability to investigate and recommend system and process improvements and to implement change within a team framework
- > Demonstrated knowledge of current business process review and re-engineering techniques
- > Advanced knowledge of business and systems analysis tools and techniques
- > Ability to work effectively in a team with changing and competing priorities within a timeline-driven and multiple task environment



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- > Ability to exercise independent judgement in making decisions related to the business needs, architecture principles, technology constraints and cost at that moment
- > Excellent process documentation skills
- > Proficient in using Microsoft Visio and Microsoft Excel
- > Experience with SharePoint and Document Management

Minimum Education, Certification & Experience:

- > A minimum of 5 years' experience in business analysis within the public sector
- > Experience creating detailed reports and giving presentations
- > Competency in Microsoft applications including Word, Excel, PowerPoint, and Outlook
- > Knowledge of online collaboration tools such as Wrike, Slack and SharePoint
- > Related educational background or training

Additional Assets:

- > Of Aboriginal Heritage
- > Experience and knowledge of fire and life safety
- > Bilingual in English and French
- > Certification as a Certified Business Analysis Professional is an asset

Closing Date:

The candidate will be selected from qualified applicants. Posting will close **May 31, 2021** but may be extended if not filled. The desired start date is **June 8, 2021**.

How to Apply:

Please respond with any questions. Applications must include a resume and can be submitted by email to HR@indigenouxfiresafety.ca

This position is fully remote. Interested candidates may be located anywhere in Canada. This is anticipated to be a full-time contract role for a one-year term.

AFAC is an equal opportunity organization and encourages Expression of Interests responses from any community.