Position: Specialist – Business Support (Analyst)
Union/Association: Administrative Services Group (ASG)
Posting #: NT-2019-92
Date Posted: July 18, 2019
Closing Date: August 2, 2019, 4:00 p.m.
Employment Status: Permanent, Full-Time
Work Hours/Schedule: 35 hours per week
Location: St. Clair Catholic Education Centre (CEC), Wallaceburg ON
Annual Salary Band Range: $56,195 - $67,903
Start Date: August 12, 2019

Send resume quoting posting number NT-2019-92 in cover letter. Send by email to apply@st-clair.net

Job Summary:

Your education and experience is with business systems and application development including an understanding of the functional processes, development life cycle, designing, creating, testing and implementation of end-user solutions. You have expertise with data extraction, data analysis, programming and reporting. You are a professional with a proven track record in delivering successful solutions and results while balancing multiple priorities in a dynamic environment. You are a team player with excellent interpersonal and communication skills.

Key Responsibilities

Reporting to the Manager, Planning and School Business Support Services – the Business Support Specialist will:

- Provide technical support on systems, applications and tools for business departments including Planning and Student Enrolment, Financial, Payroll, Facility Services and Human Resources
- Develop and maintain detailed understanding of user and sponsor needs and functional requirements to help support the development process, represent these needs to the solution providers and ensure that project deliverables are met according to specifications.
- Provide change management for system upgrades and releases including coordination with vendors, support team and end users
- Provide support for system implementations including project management, testing, training and configuration support
- Develop reports and business applications using programming tools to integrate the data and processes
- Create and generate data analytics and reporting for Ministry requirements, internal Board requirements and for adhoc requests
- Develop audits and analysis for business performance measures and data integrity checks requiring follow-up and internal control reviews
- Design and create custom electronic forms using Adobe PDF forms, Laserfiche forms with integrated data and workflows
- Coordinate archiving of system and application data

Qualifications & Skills

- Post-secondary degree related to business information systems, computer programming, statistics
- Knowledge of business operations, functions, life cycles and best practices
- Project management, document management and change management experience
- Excellent technical and computer programming skills with proficiency in Microsoft SQL Reporting Services, Microsoft Power BI, Microsoft Access and strong Excel spreadsheet skills; C#, JavaScript considered an asset.
- Excellent analytical, statistical and problem solving skills
- Excellent interpersonal and written communication skills
- Ability to work independently under minimal supervision as well as collaboratively within a diverse team
- Three to five years of in a public sector environment an asset

Accommodation

The St. Clair Catholic District School Board is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process; see Accessibility Standards for Customer Service Policy (http://www.st-clair.net/policies.aspx). Please advise the Human Resource Services Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.