

JOB POSTING

Business Analyst

St. John's International Airport (SJIAA) is a not-for-profit, non-share capital corporation with a mandate to operate a safe and efficient air transportation facility at Newfoundland and Labrador's premier transportation gateway. A catalyst for economic growth, we generate our own revenue, raise our own capital, pay municipal taxes, and pay rent to the Federal Government on an annual basis to operate the Airport on behalf of the community we serve. We are committed to offering an exceptional airport experience for our passengers and enhancing the economic and social well-being of our community.

As a Business Analyst with SJIAA, you play a vital role in driving operational excellence and enhancing the passenger experience. You will collaborate with multiple stakeholders, optimize business processes, and identify innovative solutions to enhance airport operations. If you are a detail-oriented professional with exceptional analytical skills and a keen interest in digital transformation, we want to hear from you.

KEY DUTIES

- Elicit and document business requirements via the appropriate methods for each engagement, including but not limited to the following: interviews, document analysis, requirements workshops, surveys, site visits/ observation, business process analysis and, use case scenarios.
- Works directly with internal and external stakeholders to analyze, document, and validate their business requirements and deliver key artifacts including, but not limited to: Business Requirements Document, Process Maps, Functional Requirements, Requirements Traceability Matrix, Use Cases, Functional Specification Document, Business Cases, and Cost Benefit Analysis.
- Utilize data and draft reports to develop business insight to assist decision-making.
- Serve as the requirements conduit between stakeholders (internal and external clients/customers) and the IT team.
- Manage requirements throughout the project's lifecycle to ensure adherence to established scope and standards.

IDEAL QUALIFICATIONS

- Undergraduate degree in Business, Computer Science (or related field) preferred, or three-year college diploma.
- Minimum 3-5 years of business analysis work experience.
- Demonstrated knowledge and practical application of Business Analysis Body of Knowledge (BABOK) framework and methodology.
- Possess and exhibit strong analytical and requirements management skills, including a thorough understanding of how to interpret business needs and translate them into application and operational requirements.
- Project Management/Delivery skills and experience.
- Demonstrated ability to produce high quality business analysis documentation (e.g., Requirements/Needs Assessments, Fit/Gap Analysis, Functional Specifications, etc.). Relationship management and presentation skills to acquire relevant information, influence responsible decisions based on relevant business issues, and portray complex ideas in a manner that is easily understood by various audiences.
- Familiarity with airport and aviation business processes is considered an asset.
- An equivalent combination of experience and training may be considered.
- Candidates must be able to obtain and maintain a valid Restricted Area Identification Card (RAIC)
- Requirement for on-site presence.

APPLY TO:

Human Resources Department
Email: careers@stjohnsairport.com

CLOSING DATE: Friday, March 8, 2024

SJIAA is an equal opportunity employer. Applicants must clearly demonstrate in their resume that they meet the posted qualifications for the position. Proof of education/certifications must be provided prior to appointment to position. The successful applicant will be required to provide a satisfactory Certificate of Conduct prior to employment.