Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
Infrastructure	Informatics Business Analyst, Project Manager	
Position Number	**Community**	**Division/Region**
33-0103	Yellowknife	Corporate Services/HQ

PURPOSE OF THE POSITION

The Informatics Business Analyst, Project Manager is responsible for providing expert advice and conducting business analysis on large-scale information management systems and projects as the project manager in the design, construction, development, testing and implementation of new and upgraded systems for the Department of Infrastructure.

SCOPE

Located in Yellowknife and reporting to the Manager of Information Systems, the Informatics Business Analyst, Project Manager (PM) is responsible for providing expert advice and conducting business analyses on multi-departmental and multi-governmental large-scale information management systems. This includes conducting feasibility and cost/benefits analyses and providing advice and guidance on the design and construction of new and upgraded information systems that meet user needs and meet specified standards and criteria. The information systems of the department are a service delivery channel to the public including law enforcement agencies.

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods motor vehicle and mechanical/electrical regulatory services and fleet management.

The Department is also responsible for programming aimed at increasing the use of domestic energy resources and reducing energy costs in the NWT (Northwest Territories), delivering renewable energy solutions, providing energy supply services to non-market communities, and leading efforts in energy conservation and efficiency.

On behalf of the GNWT, the Department of Infrastructure also carries the responsibility for strategic planning for the GNWT's (Government of the Northwest Territories) long term investment in the development of public transportation and energy production and distribution systems for the Northwest Territories, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

The job holder is responsible for performing project management functions in the design, development, testing and implementation of large- scale systems. The incumbent is expected to contribute to the annual informatics business plan and multi-year strategic plan. The incumbent is also responsible for managing major Informatics Systems (IS) related capital project budgets.

The position ensures that systems are designed and developed to meet complex requirements, and the incumbent must be very well informed of current trends and best practices in the industry and be able to use sophisticated information management tools such as CASE Tools. The PM must be very well informed on current policies and legislation as well as System Development Life Cycle (SDLC) methodologies. The incumbent must have knowledge and understanding in both business analysis and project management methods and techniques.

The Department of Infrastructure has several multi-departmental and multi- governmental information management systems that enable the delivery of services related to public safety, monitor environmental conditions and ensure the maintenance and secured distribution of essential data and information. These systems include but are not limited to:

- The Motor Vehicle Information System
- Secure Image Management System
- Asset Management System
- Safety Management System
- Managair Information System
- Contracts Information System

The Motor Vehicle Information System (MVIS) is the second largest mainframe application in the Government of the Northwest Territories (GNWT). It provides 24 hour/7 day a week essential services to the residents of the NWT as well as commercial transportation carriers operating in the NWT. It provides critical real-time law enforcement related information to all Canadian and American jurisdictions through an intergovernmental records exchange.
Unique and highly specialized technical knowledge in the Cognos Powerhouse application programming language is required for ongoing support and development of this system.

The MVIS, lease management system and Manager enable the department to collect approximately $9 million in revenues each year. The Contract Information System supports the Department in managing approximately $150 million in contract services, which is approximately 75% of the GNWT total.

The department also has a Records Management system, Document Management system and several web-based Internet and Intranet systems that provide information and services to internal and external clients including members of the general public including law enforcement agencies.

RESPONSIBILITIES

1. **Perform business analysis/feasibility studies on large-scale multi-departmental and multi-governmental information management systems.**
   - Consult with Senior Managers and end-users to determine anticipated inputs and outcomes;
   - Conduct initial needs assessments with preliminary analysis on project needs and project results;
   - Employ expert modeling techniques and data driven development methods to ensure proposed solutions will meet desired outcomes;
   - Investigate potential systems/vendors/suppliers/contractors (hardware and software) that may be able to deliver systems requirements;
   - Determine potential costs and benefits of implementing or upgrading systems;
   - Perform a cost/benefit analysis and make recommendations on the feasibility of projects and on the most suitable solutions;
   - Work with Managers and Senior Managers to prepare a business plan and project proposal including costs estimates;
   - Work with Managers and Senior Managers to develop project specifications, terms of reference and project evaluation criteria;
   - Provide expert advice and guidance on selection of systems/vendors/suppliers/ contractors;
   - Ensure that business needs are communicated within the Informatics group;
   - Identify opportunities for business improvement using Information Technology (IT) solutions;
   - Prepare regular reports on proposed business solutions and options.

2. **Act as Project Manager for the design, construction and implementation of large-scale multi-departmental and multi-governmental information management systems or system upgrades.**
   - Coordinate and manage multiple projects and lead multiple project teams;
   - Develop criteria to prioritize projects and resolve problems;
   - Identify technical, human, financial and capital requirements for each project;
   - Prepare and manage project budgets and schedules including critical path timelines;
   - Assemble an internal/external team including staff, contractors, suppliers and vendors;

- Delegate responsibilities to the team members, including introducing new team members as the situation dictates;
- Manage and direct contractors and project staff;
- Develop and monitor project risk assessment plans;
- Manage contracts related to the project including purchasing for hardware and software;
- Oversee the design, construction and development of the project including ensuring that technical specifications meet client needs and departmental/government standards;
- Oversee the implementation of the project including ensuring that hardware and software solutions are consistent with detailed plans and project design;
- Oversee project testing to ensure that the systems are functioning properly and meeting project design specifications;
- Conduct on-going systems testing and monitoring and arrange for necessary adjustments over time;
- Manage formal quality assurance roles in audits and milestone reviews;
- Regularly report to the sponsor Sr. Manager and the Manager, Information Systems.

3. **Assist in the development of informatics business planning exercises for the department.**
- Consult with the divisions and regions and the department to identify informatics and information systems, Internet and Intranet and Records Management needs;
- Provide expert advice and guidance to the Manager, Information Systems on current industry trends and solutions to information and informatics needs;
- Assist in determining short, medium and long-term informatics needs for the department
- Assist in determining informatics priorities in consultation with the Manager Information Systems, Director Corporate Services and department Sr. Managers;
- Conduct in-depth research and analysis and make recommendations concerning current and future systems developments;
- Assist in preparing informatics strategic and business plan budgets and implementation schedules;
- Assist in implementing the informatics strategic and business plans for the department ensuring that the plan is in compliance with departmental and GNWT standards and practices.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- In-depth knowledge of informatics and information systems design, development, implementation and upgrade.
- In-depth knowledge of data models and database architectures.
- In-depth knowledge of software development and hardware capabilities and requirements including delivery platform/technical architecture.
- Knowledge of CASE Tools and Systems Development Life Cycle (SDLC) methodologies.
- Expert knowledge of relevant operating systems, hardware environments, software packages, database concepts and tools and data modeling tools.
- Proven informatics business analysis skills including the ability to conduct feasibility and cost/benefit analysis studies.
- Proven informatics business management skills including the ability to prepare technical specifications and proposals and review submissions.
- Proven informatics project management skills including the ability to prepare project budgets and timelines, manage staff and contractors and conduct application testing and commissioning.
- Ability to conduct complex information systems needs assessments and prepare systems designs.
- Ability to understand and meet technical and operational standards, protocols, policies and procedures.
- Excellent priority setting and organizational skills including the ability to manage multiple projects efficiently and effectively using project management tools and methods.
- Excellent verbal and presentation communications skills including the ability to translate complex technical information into plain language for Departmental Managers and systems users.
- Excellent written communications skills including the ability to develop complex informatics strategic and business plans in plain language.
- Proven team leadership skills including the ability to delegate and direct contractors and project staff in a positive, innovative and collaborative manner.

Typically, the above qualifications would be attained by:

Completion of a University Degree in Computer Science or Information Systems Management and at least six years of experience in the Information Technology industry, including at least three years in each area of business analysis and project management.

ADDITIONAL REQUIREMENTS

Position Security

- ☑ No criminal records check required
- ❑ Position of Trust – criminal records check required
- ❑ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ❑ French required (must identify required level below)
  Level required for this Designated Position is:
    ORAL EXPRESSION AND COMPREHENSION
      Basic (B) ☐   Intermediate (I) ☐   Advanced (A) ☐
    READING COMPREHENSION:
      Basic (B) ☐   Intermediate (I) ☐   Advanced (A) ☐
    WRITING SKILLS:
      Basic (B) ☐   Intermediate (I) ☐   Advanced (A) ☐
- ❑ French preferred

Aboriginal language: Choose a language

- ❑ Required
- ❑ Preferred