



One of Nova Scotia's largest retailers and the fourth largest retailer of beverage alcohol in Canada, the NSLC employs over 1,400 people in communities across the province. The NSLC serves its retail and wholesale business through 106 retail stores, 51 Agency Stores, and over 2,000 Licensees.

We are currently offering a challenging and rewarding opportunity for a Business Systems Analyst for a 1 year term full time position in our Information Technology Business Unit.

Business Systems Analyst – 1 Year Term

The primary role of the Business Systems Analyst is to provide solutions to business needs that merge business process and software configuration. You will work in partnership with the business to capture requirements. You will then work with internal and external team members and developers to design and implement a solution in an integrated ERP/retail systems environment. After implementation you may provide second level support to maintain and optimize the systems, data and business processes.

This term position is required to supplement the Application Solutions team temporarily, in anticipation of a high volume of work in the coming year.

The ideal candidate will have a minimum of three to five years experience working as a Business Systems Analyst and relevant post-secondary education. As well, candidates should be familiar with standard SDLC concepts and practices.

Experience is required in:

- hands-on work in an integrated ERP and online environment,
- requirements gathering,
- functional and technical specifications definition,
- data manipulation and analysis,
- testing strategies and procedures,

Supporting skill sets and knowledge are preferred in:

- SAP ECC functional configuration,
- Sharepoint MOSS / Microsoft Commerce Server web environment
- business process modeling,
- report definition and creation,
- role-based user access design and implementation,
- verbal and written presentation

Candidates should enjoy a fast-paced project environment with a focus on teamwork and delivering results, and have a strong track record of effective client interaction.

To view additional details of this position, please see below.

The NSLC offers a dynamic work environment with opportunities for growth and professional development. If you are interested in exploring this exciting 1 year term career opportunity, please submit your resume and covering letter by email to: recruiting@myNSLC.com no later than **4pm on March 8, 2010** (MS Word .doc attachments only please).

Quote Competition: ***Business Systems Analyst-Term*** on your response. Please, no telephone inquiries. While we appreciate the interest of all applicants, only those selected for an interview will be contacted. Thank you for your interest in the NSLC!

The NSLC is an equal opportunity employer.

Position Title:	Business Systems Analyst - IT		
Reports to:	Manager-Application Solutions		
Business Unit:	Information Technology		
Job Classification:	6100	Job Code:	6107

Position Summary

Reporting to the Manager – Application Solutions, the Business Systems Analyst is responsible for the analysis, design, and implementation of business software systems. In this role, the Business Systems Analyst must take part in the implementation of application and data-related software solutions to meet business opportunities and challenges. The Business Systems Analyst must also effectively communicate relevant details of complex technical and business logic processes to all levels of the organization in written, oral, and presentation formats. This individual will act as a change agent to champion new ideas and business solutions towards achievement of the organization's financial and strategic goals.

Job Functions

Essential Responsibilities:

- Directly and with other members of the Business Unit/organization, analyze, design, implement and test Enterprise application and data related software solutions to meet the strategic objectives of the organization
- Research and recommend solutions related to business process, application and/or data related issues
- Develop effective relationships with representatives of the organization's Business Units to ensure software solutions effectively meet business needs and strategic initiatives
- Facilitate and negotiate to arrive at business process and/or business system solutions with internal customers and external business partners
- Work effectively with third-party vendors of software and services to coordinate and manage implementation tasks
- Develop and document application design and/or change specifications
- Recommend, apply and follow software implementation best practices
- Develop and execute plans to implement application updates or replacements
- Monitor and stay current in the evolving fields of database design, data modeling, retail industry software, industry best practices, and Information Technology and business management best practices
- Provide second-level support for business systems troubleshooting and problem resolution

Secondary Responsibilities:

- Identify evolving data requirements and maintain the logical data model
- Participate with other Information Technology staff in a team environment to achieve IT departmental objectives. Follow NSLC IT policies and protocols. Recommend and execute improvements to NSLC IT practices.
- Act to ensure the smooth transition of implementation to operations
- Transfer knowledge to other Business Systems Analysts in areas of technology and business process
- Manage change to Business Units associated with software implementation. Develop and deliver impact assessments, training materials, communications and presentations.
- Identify opportunities for improvement related to business process and technology
- Other related duties and responsibilities as assigned; occasional travel within and outside the province as required

Qualifications

Knowledge, Skills and Abilities:

Knowledge

- Strong knowledge of effective testing techniques and strategies
- Strong knowledge of effective strategies for investigation, analysis and resolution of data and business process related problems
- Strong knowledge of data analysis techniques
- Current knowledge of IT industry trends, concepts, standards and practices
- Knowledge of project management practices
- Knowledge of business process modeling techniques
- Knowledge of role-based application security concepts
- Knowledge of software architecture concepts

Skills

- Very strong written, verbal and presentation communications skills. Ability to communicate complex technical concepts to a business audience.
- Strong problem solving and analytical skills
- Strong documentation/flow charting skills
- Software logic design skills
- Facilitation skills, to arrive at solutions when working with a varied group of stakeholders

Abilities

- Establish and maintain effective working relationships
- Apply and share knowledge and expertise effectively
- Exercise sound judgement in demanding situations
- Manage multiple priorities in an environment of significant organizational change
- Work effectively in both a team environment as well as independently

Education and Experience:

Required

- University degree or equivalent in Information Technology with a business software focus
- Minimum of 5 years experience with application of Information Technology (software) concepts in a business context
- Hands-on experience in any of the following in an applied business context: database design, data analysis, system-to-system interface design and development, software architecture design, and software implementation.
- Hands-on experience in Oracle or equivalent DBMS
- Working experience in an ERP-based business software context
- Hands-on experience in the following in a software implementation context: requirements gathering and documentation, business process mapping, test planning and execution, stakeholder group facilitation.
- Experience in software and data troubleshooting and problem resolution in a business support context

Preferred

- Hands-on experience with a current version of SAP ERP software
- Knowledge related to retail industry trends and concepts
- Demonstrated continual educational improvement in the related disciplines
- Formal education in project management concepts
- Knowledge of data modeling concepts
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