

Invites applications for the following position (s):

**COMPETITION NUMBER: 136**

**Administrative and Professional Staff (APSA)**

**Continuing Position**

**BUSINESS AND POLICY ANALYST, GRADE 10**

**BUSINESS AND POLICY ANALYSIS**

POSITION NUMBER: 101045

**POSITION OUTLINE:**

The Business & Policy Analyst provides expertise to diverse business areas internal and external to Student Services to support strategic planning, policy development, and business operations. The incumbent works collaboratively with other members of the University community and researches, collects, interprets, and documents policies and procedures related to student service and enterprise student-related systems. The incumbent provides high level data analysis and consultation services; responds to requests for student-related information while ensuring appropriate legal responsibilities are met; and maintains expertise in all aspects of student-related systems operated by Student Services. The Business & Policy Analyst oversees Student Services' reporting infrastructure; prepares, delivers, and evaluates training on the use of reporting and other software systems; and participates in the improvement of business processes.

**QUALIFICATIONS:**

- Undergraduate degree in a quantitative science such as Computing Science, Statistics, or a related discipline, or in Business Administration, with three years related experience in data and/or business analysis; or an equivalent combination of education, training, and experience.
- Excellent knowledge of research methodology and data analysis.
- Excellent knowledge of query languages, relational databases, and statistical packages (e.g., SAS, SPSS, and SQL).
- Excellent knowledge of desktop and web-based business intelligence and visual analytics tools (e.g., Tableau, Qlikview, etc.).
- Good knowledge of enterprise level student information systems and student services business functions (e.g., PeopleSoft).
- Good knowledge of data structures and data relationships of systems and specifically the ability to use query tools to quickly obtain accurate and relevant information.
- Good knowledge of manual to automated business process and work-flow redesign.
- Excellent customer service, interpersonal, organizational, facilitation, training, and teamwork skills.
- Excellent communication skills (oral, written, and presentation).
- Excellent analytical reasoning, problem-solving, and conflict-resolution skills.
- Ability to train others.
- Ability to design database and data warehouse applications for standard business processes.
- Ability to set up database systems that support the optimal use of enterprise level reporting tools.
- Ability to research, compile data, conduct analysis, and prepare summary reports and recommendations for use in strategic planning.
- Ability to exercise sound judgment and discretion when responding to requests for data and information.
- Ability to exercise tact and diplomacy and to perform duties in a professional manner.
- Ability to maintain confidentiality.
- Ability to work collaboratively in a team environment.

**SALARY RANGE:**

**\$67,180 to \$80,226 per annum**

**START DATE:**

**ASAP**

A detailed resume and cover letter quoting **Competition #136** must be received in our office by **4:30 pm on March 27, 2017**, addressed to the attention of Deborah Walker, Human Resources Advisor. Please follow the application instructions at:

[http://www.sfu.ca/hr/prospective\\_employees/HowToApply.html](http://www.sfu.ca/hr/prospective_employees/HowToApply.html).

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

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***The University is committed to the principle of equity in employment***

A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings)