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**Posting #:** 2021-14-0312  
**Position:** Strategic Business Analyst, Temporary Full Time (1 year contract)  
**Department:** Growth and Special Projects  
**Location:** Remote and Burlington, Ontario  
**Posted:** March 12, 2021  
**Internal Application Deadline:** March 19, 2021

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## **ABOUT SHARED SERVICES WEST**

Established in 2001, Shared Services West (SSW) is a not-for-profit shared services organization with end-to-end expertise in supply chain management, supporting hospitals and other public sector organizations. Our purpose centres on driving total value across the public sector, while also minimizing risk and supply chain disruption. Working collaboratively with our stakeholders, we deliver cost-efficient services and continually evolve to meet emerging needs.

As a company, we are proud of our values and our culture, which are at the heart of everything we do. We demonstrate a commitment to excellence, willingness to champion change, focus on collaboration and dedication to our people first. These values set the standard for how we behave and work.

## **Growth and Special Projects**

The Growth & Special Projects team is primarily responsible for four key areas at SSW: 1) business development, including the development of new offerings, 2) onboarding new customers, 3) project management for Special Projects, and 4) strategic marketing.

## **IS THIS YOU?**

If you are an analytically-minded professional with the ability to balance multiple priorities, understand diverse stakeholder audiences, develop impactful reports, and effectively manage change, this is an excellent opportunity for you. Your strong attention to detail and ability to navigate ambiguity enable you to deliver excellent quality work, while quickly adapting to new situations and projects.

If you pride yourself on your strong work ethic, you value being part of a great team, and you enjoy a fast-paced environment with multiple exciting projects, apply for this opportunity.

## **PRIMARY RESPONSIBILITIES**

Reporting to the Manager of Growth and Special Projects, the Strategic Business Analyst will support and lead key components of the team's and organization's strategy. The Strategic Business Analyst will be responsible for fostering strong internal and external stakeholder relationships, developing impactful materials (reports, presentations, etc.), and supporting ongoing projects with customers.

The candidate must have excellent communication skills and business acumen to fully understand the varied users' requirements, and be able to structure them into meaningful outcomes.

The primary duties and responsibilities include, but are not limited to:

- Collect, interpret, and analyze data to provide thoughtful insights and reports to internal and external customers
- Conduct needs assessments and collaborate with stakeholders to understand opportunities for improvement
- Collaborate with other SSW teams for subject matter expertise support (as required)
- Leverage existing and/or develop new project tools for both external and internal audiences, ensuring the scalability of tools for future projects

- Support project initiation and planning for new projects within the G&SP portfolio, including high-level project plans
- Develop impactful business cases and identify new growth opportunities
- Design new reports to meet end user needs as required
- Perform other related reporting and tasks as assigned
- Work with management to prioritize business and information needs
- Other related duties as assigned

## **POSITION REQUIREMENTS**

### **Education**

- Post-Secondary education, preferably in business or healthcare
- MBA or PMP certification is an asset

### **Work Experience**

- Minimum 2 years of proven experience as a Business Analyst or in an analytical role.
- Experience in Supply Chain Management or healthcare environment is an asset.

### **Knowledge and Skills**

- Knowledge of project management techniques and tools.
- Strong presentation skills.
- Advanced MS Excel and MS Office skills.
- Strong knowledge of reporting platforms is an asset (Power BI, etc.).
- Ability to understand and find appropriate applications for data and analysis results.
- Understanding of Supply Chain Management and budgeting is an asset.
- Candidates will be asked to complete a compulsory Excel test.

### **Personal Skills**

- Highly organized with excellent time management.
- Highly motivated, analytical, and stakeholder focused.
- Collaborative and a team player.
- Able to grasp new concepts quickly.
- Comfortable navigating ambiguity.
- Proactive and continuous improvement mindset.
- Problem-solving and investigation skills.
- Strong attention to detail.
- Proven ability to manage multiple and competing projects in a deadline-driven environment.
- Excellent written and verbal communication skills, with ability to work with individuals at all levels of the organization.

## **WORK ENVIRONMENT**

- Remote or Office location – Burlington, Ontario, Canada (8:30 am-4:30 pm).
- Travel is occasionally required for the purpose of meeting with clients and stakeholders (in the GTA).
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **SSW Employees enjoy:**

- Competitive compensation.
- One of the top pension plans in Ontario (Healthcare of Ontario Pension Plan-HOOPP).
- Flexible environment.
- Family feel culture.
- Pet-Friendly office

To apply, please email your resume to [careers@ssw.ca](mailto:careers@ssw.ca), indicating the **position title** and **posting #** in the subject line. As part of the initial recruitment process, selected candidates will be asked to complete a Job Description Feedback form. Please note that this does not guarantee advancement to the next step in the recruitment process.

We thank all applicants for their interest in SSW. Only qualified candidates selected for interviews will be contacted. If contacted for an interview, please inform us should any accommodation be required.