



Internal JOB POSTING



Posting Date:	October 21, 2026
Closing Date:	November 3, 2026
Requisition ID:	2031
Title:	Business Analyst, IT
Branch:	Support
Service:	Technology Services
Bureau:	Project Management & Development
Salary:	\$120,105 – \$126,132 (Band 8)
Status:	Regular, Full-Time
Openings:	1
Vacancy Type:	This job has been posted to fill a current vacancy
Location:	Headquarters

Position Purpose

The Business Analyst, IT plays a critical role in managing technology-driven business solutions, bridging the gap between business stakeholders and technical teams. They analyze complex business and operational processes, gather requirements, and translate them into detailed, actionable specifications. With a strong understanding of both business needs and technical capabilities, this position ensures that solutions are aligned with project goals and YRP's business plans, adhering to corporate standards.

Major Duties & Responsibilities

Elicit, analyze and document business requirements and processes with cross-functional stakeholders through interviews, workshops, observation and document analysis, and identify opportunities for system enhancements and automation.

Map current-state and future-state business processes to identify gaps, inefficiencies and improvement opportunities, and assess the impact of new applications or technology on existing processes.

Work within Agile development frameworks (e.g., Scrum) on new application development, acting as the link between business stakeholders and the development team throughout each iteration.

Write and refine user stories with clear acceptance criteria, and work with the Product Owner to build, groom and prioritize the product backlog. Participate in Agile ceremonies, including sprint planning, daily stand-ups, sprint reviews and retrospectives.

Support system integration projects by defining and documenting integration requirements, data flows, data mapping, interface specifications and API requirements in collaboration with technical teams and vendors, ensuring accurate and uninterrupted data exchange between systems.

Translate business needs into clear functional and non-functional requirements, use cases, process models, wireframes and visual diagrams for stakeholders and the project team.

Prepare prototypes and mock-ups in a test environment to validate designs and gather stakeholder feedback early in development.

Ensure business requirements remain clear, consistent and traceable throughout the project, maintaining a requirements traceability matrix from requirements through design, development and testing.

Evaluate the viability of proposed solutions in collaboration with Project Leaders and technical teams.

Identify and assess the impacts of change requests on business requirements, and provide analysis to Project Leaders to support scope, schedule and budget decisions.

Lead the User Acceptance Testing (UAT) phase: identify test users, design test plans and scenarios with instructions and expected outcomes, track test results, and record, prioritize and communicate issues to stakeholders, developers and vendors for resolution.

Conduct data analysis to gather, clean and model data, uncovering trends and patterns that help the organization make informed, data-driven decisions.
Translate user and functional requirements into requirements and specifications for Requests for Proposal, Quotes and Tenders (RFP/RFQ/RFT), and participate in vendor evaluation and selection.
Support Project Leaders with project planning by estimating business analysis tasks and providing input to project schedules, risk assessments and communication plans.
Develop training materials, including instructional videos, Quick Reference Cards (QRCs) and user guides, and support training and knowledge transfer
Support go-live readiness by confirming business readiness, documenting process changes and contributing to the Operational Plan (OPS) and Request for Change (RFC).
Facilitate post-project lessons learned sessions with stakeholders to assess the effectiveness of implemented solutions and identify opportunities for future improvement.

Education, Licensing & Certifications

Successful completion of a three (3) year diploma or university degree in Information Technology.
Business Analyst Certification is mandatory.

Experience

Three (3) years of information systems project implementation and support for corporate-based processes and programs.

Skills

Experience and ability to work with Project Leaders, Vendors and End-Users to assess application technology and end-user needs to recommend appropriate solutions.
Training and experience in business process re-engineering.
Ability to work concurrently on several tasks, manage competing deadlines and prioritize workload.
Knowledge of programming development cycle, interfaces, network structures and database terminology.
Knowledge of trends in the use of current information technology specific to the assigned functional area and York Regional Police operative environment.
Project management/team leadership skills, including task estimation, scheduling and control.
Strong Microsoft Office, Visio, Microsoft Project and Excel.
Analytical and research skills.
Ability to identify and confirm user requirements.
Ability to work outside normal business hour on occasion as required.
Interpersonal, time management, organizational, mediation and presentation skills.
Ability to aid in the analysis, design, configuration and implementation of business processes.
Project implementation and problem-solving skills specific to front-line project and system support.
Problem solving abilities in order to evaluate current business processes and determine the impact new application or technology will have on the process.
Communication and interpersonal skills to interact with YRP members at all ranks and vendors to determine project deliverables and assist with project initiatives.

How To Apply

Members must submit their application directly to the posting on the Careers section through the SuccessFactors Dashboard by the closing date in order to be considered for this opportunity as an internal applicant.
Please include a personal email address on your resume to ensure you receive all notifications regarding the recruitment process.
Questions regarding this position should be directed to Kristine Ockwell #5791, Supervisor – Civilian Recruiting Unit.

York Regional Police has implemented a Hybrid Remote Work option that is offered to various positions in the organization. Further detail can be discussed during the recruitment process.

Please note this is an internal job posting, no external applications will be considered at this time.
In accordance with Article 35 of the Civilian Working Agreement, all resumes must be received by the closing date. Resumes received after this date will be considered external candidates.

York Regional Police is committed to fairness and equity in our recruitment and selection process, and in building and retaining a talented and diverse workforce representative of the community we serve. All York Regional Police employment policies and procedures are intended to be non-discriminatory and barrier-free, in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.

Accommodations for applicants with disabilities are available upon request during recruitment processes and throughout employment. Should you require an accommodation during the recruitment and selection process, including accessible formats and communication supports, please contact talent@yrp.ca.

VISION-INSPIRED

MISSION-FOCUSED

VALUES-DRIVEN

