

Posting Date:	November 24, 2026
Closing Date:	December 7, 2026
Requisition ID:	2090
Title:	Business Analyst, Enterprise Project Management Office
Branch:	Chief of Police
Service:	Executive Services
Bureau:	Strategic Services
Salary:	$104,841 - $110,870 (Band 6)
Status:	Regular, Full-Time
Openings:	One (1) permanent position
Vacancy Type:	This job has been posted to fill a current vacancy
Location:	Headquarters

Position Purpose

The purpose of the position is to work in conjunction with the Supervisor and Project Leader, Enterprise Project Management Office to provide quality, client-focused support on process improvement and project management for all enterprise projects. The Business Analyst supports the preparation for large-scale project justification and research, and will be involved in work throughout the project lifecycle from initiation to closing. This position will also support implementation of project deliverables.

Major Duties & Responsibilities

As directed by the Supervisor and Project Leader, ensure that all project and task timetables are kept current and provide weekly status reports, and escalate issues as required.
Provide support with documentation required throughout project lifecycle.
Communicate effectively with team members, supervisors, stakeholders, clients and vendors through the project lifecycle.
Identify obstacles and barriers and propose ideal solutions when required.
Aid in preparation of regular briefings and reports to project stakeholders and other YRP members on project status updates.
Analyze strategic and operational needs for the design, development and implementation of project initiatives.
Analyze user requirements and generate alternative approaches, project conceptualization and solution design.
Prepare current state and desired state of project solutions for user consultation to ensure project goals and scope are inline with client needs.
Assist in managing the development, testing, training, modification and implementation of program or process enhancements deriving from project work.
Coordinate specific assigned project execution and implementation activities.
Work as part of a multi-disciplinary team to contribute to strategic plans, implementation plans and ongoing support of organizational continuous improvement initiatives.
Liaise with vendors to ensure schedules, guidelines and protocols are adhered to, and client requirements achieved. Take, prepare, and disseminate meeting notes as required.
Remains current with project management methodologies, process improvement, and change management theory.
This position description is intended to describe the general level and nature of the position, and is not intended to represent an exhaustive list of all tasks assigned in the performance of this position.

Education, Licensing & Certifications

Successful completion of a three (3) year University Degree in Social Science, Public Administration, Criminology or Business Administration.

Business Analyst Certification, Project Management Professional (CAPMP or PMP) certification, Change Management Certificate or a Process Improvement certification is preferred.

Experience

Minimum of three (3) years of previous experience in business analysis, process improvement, police/ public sector environment working with various stakeholders and direct project management with exposure to managing multiple projects simultaneously required.

Skills

Proven business analytical skills.
Knowledge of continuous improvement and process improvement methodology, project management principles, standards, tools and best practices.
Experience with change management and communicating change.
Exceptional time management skills required.
Experience gathering and analyzing user business requirements.
Excellent interpersonal skills, including oral and written communication skills.
Proven report writing and documentation skills. Superior analytical problem-solving ability and research skills.
Excellent computer skills, including Microsoft Project, Excel and experience with graphic software.

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.

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