



## **Position: Business Analyst - Permanent**

**Competition #:** 08-2022  
**Classification:** Non-Union  
**Rate of Pay:** \$57,528 - \$79,900  
**Hours of Work:** Full-time - 35 hours per week  
**Start Date:** To be negotiated with successful candidate  
**Location:** Peterborough  
**Posting Date:** May 26, 2022

This is a permanent, full-time position within the Corporate Services Division of Peterborough Housing Corporation. The position will report to the Director of Corporate Services.

### **Position Summary**

Within a housing corporation of over 1,200 units, the Business Analyst provides technical and functional administration of PHC's computer systems, Yardi Operating System, HRLive and Teams Telephony system. The incumbent works with users, IT staff vendor representatives and managers to implement systems, technology solutions and/or business process improvements. The incumbent will maintain system documents, operating procedures, information risk and security management protocols and is responsible to ensure policy and legislative requirements are achieved.

### **Responsibilities**

- Provide ongoing administration and configuration of the Yardi, HRLive and Teams application and associated data
- Support users in the application of the Yardi system and the analysis of business processes to provide solutions or opportunities to automate tasks where applicable
- Manage user requests logging and prioritizing requests in a self-service ticket format
- Maintain inventory for hardware, software, and cellular devices
- Implementation of new software modules and upgrades
- Develop procedural documentation to support work and system processes
- Assist decision makers and end users to define business, financial and operations requirements
- Conduct research on software and hardware products to justify recommendations and to support purchasing efforts
- Work collaboratively with staff and third parties in the planning and deployment of new applications and enhancements to existing applications

### **Qualifications**

- Preferred candidate will have a minimum of a 3 year degree or diploma in Computer Science or related field
- Experience in overseeing the design, development and implementation of software and hardware solutions
- Strong understanding of networking technologies and their interaction with web-based applications
- Demonstrated experience with data collection, report design and application of data analytic tools
- Excellent data analysis skills
- High proficiency in database/spreadsheet software, knowledge of core software applications, including Yardi an asset
- Leadership and team building skills with the ability to effectively coach and motivate work of others when providing training



- Excellent organizational skills and ability to work independently under pressure with speed and accuracy, to meet deadlines and manage multiple tasks simultaneously and accurately
- Excellent communication and interpersonal skills and the ability to relate effectively to staff and clients from a broad range of socioeconomic backgrounds
- Police check required
- Proof of COVID-19 Vaccination required

This position is required to work in person at our office.

Only those applicants selected for an interview will be contacted. Applicants will be required to complete testing as part of the interview process.

**Complete Job Description available at**  
<https://ptbohousingcorp.ca/about-phc/careers/>

**Deadline for Application Submission is 4:00 on Monday June 6, 2022**  
**Only applications received by the deadline will be considered**

Please direct your application to the Director of Corporate Services

**“CONFIDENTIAL – Business Analyst 08-2022”**

Peterborough Housing Corporation, 526 McDonnell Street, Peterborough, ON, K9H 0A6  
Fax (705) 742-1404 [PHC\\_HR@ptbohousingcorp.ca](mailto:PHC_HR@ptbohousingcorp.ca)

Peterborough Housing Corporation is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code.