

# A CAREER BALANCING WORK LIFE



## BUSINESS INFORMATION ANALYST

The business information analyst contributes to the effectiveness of WorkSafeBC by providing business information, analytical advice and decision support to an assigned area of responsibility. This position will be responsible for developing reports and conducting analyses on a wide variety of issues (e.g., occupational health and safety, financial risk exposure, and disability management) using various sources of business data and communicating findings and related interpretations/observations with primarily, but not exclusively, an internal audience. This position will also develop business requirements for ad hoc and operational reports and analysis; develop/improve business information reports to continuously enhance WorkSafeBC's ability to fulfill its mandate and will work closely with internal business customers and subject matter experts in the definition, design, and testing of ad hoc and operational reports and analysis.

### As a qualified candidate, you possess the following skills:

- The ability to clearly and concisely present and explain information and recommendations, verbally and in writing, to a wide variety of internal, external, technical and non-technical audiences.
- The ability to coordinate and facilitate meetings and technical instructional sessions for a variety of audiences.
- The ability to elicit business requirements using interviews, document analysis, requirement workshops, surveys, site visits, business process descriptions, business cases, scenarios and workflow analysis and make appropriate recommendations or decisions in a proactive manner.
- The ability to use a variety of computer based business intelligence reporting tools to generate end-user reports e.g Access, Crystal Reports, SQL, MS Reporting Services, Tableau, SPSS and Business Objects and MS Office applications such as Word. Excel. Power Point.
- Demonstrated ability to accurately research, analyze and summarize meaningful information to produce documentation, presentations or reports relevant to the business.
- Specialist knowledge in business process analysis and management information systems

### Balance and wellness

As a leader in promoting healthy and safe workplaces, WorkSafeBC believes the health and wellness of our employees depends on a solid work-life balance. As a member of our staff, you'll have access to services that can help you get the most out of work... and life.

- **Health and fitness:** We offer many ways for you to keep healthy and fit. Our Richmond office includes a fitness program offering equipment and classes, and staff outside Richmond is reimbursed the cost of gym memberships.
- **Self-funded leave:** Contribute 20 percent of your salary annually for four years, then take the fifth year off and use your accumulated funds.
- **Care and nurturing:** Take an unpaid leave of absence for the care and nurturing of your children.

More information on this position and information on how to apply is available at [www.worksafebc.com/careers](http://www.worksafebc.com/careers).

OPPORTUNITIES AT **worksafebc.com**

**WORK SAFE BC**

WORKING TO MAKE A DIFFERENCE