



Business Analyst/Project Manager – Vancouver

This year, Odlum Brown celebrates its 98th anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for 22 consecutive years as one of Canada's Most Admired™ Corporate Cultures.

CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

COMMUNITY

We are serious about supporting the communities where we live and work. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

THE OPPORTUNITY

We have an opportunity for a Business Analyst/Project Manager to join our award-winning firm in the Vancouver office.

RESPONSIBILITIES

- **Business Analysis:**
 - Continuous engagement and collaboration with internal stakeholders, subject matter experts (SMEs) and end-users to understand and document their needs, business processes and objectives.
 - Elicit, write and validate business requirements (high level and detailed).
 - Facilitate the evaluation of requests and requirements and explain their feasibility to internal teams.
- **Project Management:**
 - Manage projects in partnership with business and technical leaders.
 - Regularly communicate with stakeholders and management regarding status, risks and issues.
 - Adhere to the firm's project governance model with accountability for creating and maintaining standard project management artifacts (including charters, schedules and resource plans).
 - Own the release management cycle: schedule and coordinate releases across environments (UAT, Production) for assigned products/platforms. Deliverables include sprint plans, updates on work items and overall sprint status, and release notes.



- **Vendor Management:**
 - Coordinate with vendors and implementation teams through all project phases to ensure that the configured solution meets the business and user needs.
- **Quality Assurance and User Acceptance Testing:**
 - Actively participate in and lead QA/UAT planning, test execution, including issue/bug documentation, follow-up and re-testing.
- **Go-Live and Project-to-Operations:**
 - Serve as the point person to train the trainers and maximize adoption through active engagement and support of users.
 - Provide initial operation support during the go-live phase; serve as Tier 2 escalation point and respond to team and user questions, propose systems and training recommendations to management.
 - Transition Tier 2 support to other Business and Technology Solutions/Operations team members, including training and documentation.

KNOWLEDGE AND EXPERIENCE

- 5+ years' experience as a Business Analyst. Systems Analyst experience or a technical background is a plus.
- 3+ years' experience as a Project Manager is required.
- Solid grasp and application of standard project management methodologies (Waterfall, Agile, Scrum).
- Proven success in working with internal stakeholders and vendors to deliver commercial off-the-shelf (COTS) solutions.
- Demonstrated capacity to work within teams in a cross-functional environment, as well as self-motivated to deliver on individual contributions.
- A keen eye for detail and focus on quality assurance testing.
- Articulate and confident communicator, both written and verbal.
- Effective presentation skills with a demonstrated ability to influence at all levels of the organization through clear, informed and logical discussions.
- Direct experience with Dataphile and Digital Client Onboarding solutions is a strong asset.
- Proficiency with reporting and analytical tools including SQL.
- Experience in the financial (wealth management) industry is an asset.

Our team is growing and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to hr@odlumbrown.com by **August 12, 2021**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.