



IT Business Systems Analyst

Job ID: IT-25-138

Newmarket-Tay Power Distribution Ltd. (NT Power) delivers electricity to almost 50,000 customers within the Town of Newmarket, Town of Midland and Tay Township. Headquartered in Newmarket, Ontario, NT Power has an additional office in Midland, Ontario, approximately one hour north of Newmarket along the shores of Georgian Bay.

We require a dynamic, highly motivated, and proactive **Business Systems Analyst** to work out of our head office in Newmarket. This is a full-time position, with a comprehensive benefits package and pension plan.

POSITION SUMMARY

Reporting to the Manager, Information Systems you will be responsible for support, administration and improvement of NT Power's business information systems. As a proponent of data driven business, you'll have the opportunity to work across the organization to apply information systems thinking to improve how we operate and serve our customers.

DUTIES AND RESPONSIBILITIES

- Interact with internal users and business partners to understand and support the information systems needs of NT Power's operations and customers
- Manage small to mid-size projects from planning through deployment
- Collaborate with cross-functional teams during project scoping, design and implementation
- Gather, analyze and document detailed business requirements related to processes, systems and reporting
- Develop user story and process flow models to provide clarity of understanding to business processes and system interactions as well as changes to support process and service improvement
- Implement and maintain operational and analytical reporting systems to rationalize organizational data, ensuring quality and availability to support business needs
- Create and execute test plans to validate the correctness of information systems solutions and ensure that business and regulatory requirements have been sufficiently met
- Assess business processes and system usage against privacy and cybersecurity policies and frameworks, making recommendations for improvement
- Create and maintain system and process documentation
- Develop training materials and conduct training sessions for end users

QUALIFICATIONS

- Postsecondary university or college education with a degree/diploma in Computer Sciences, Business, Engineering Technology or a related field
- Minimum three (3) years experience in ERP system analysis or implementation
- Strong analytical and problem-solving skills
- Highly organized and detail oriented
- Ability to effectively communicate with technical and non-technical stakeholders
- Ability to work closely in both a team environment and independently, with changing priorities
- Ability to appropriately manage, communicate and present issues to the management team
- Business Analysis (ex. CBAP or CCBA) and/or Project Management (ex. PMP) certifications are an asset

- Utility systems experience (ex. CIS/Billing, Meter Data Management systems, etc.) is an asset
- Experience working with large data sets including time-series data, reporting and analytic solutions (e.g. PowerBI, SSRS) and common database platforms (SQL Server, PostgreSQL)
- Experience working with diagramming software (e.g. Visio, LucidChart, yWorks) and/or process model languages (e.g. BPMN, UML)
- Experience working with distributed version control systems (e.g. Git)
- Experience with scripting languages (e.g. Python, PowerShell or other) is an asset

APPLICATION INFORMATION

If you are interested in this position and meet the qualifications, please submit your resume by visiting our Careers page at <https://ntpower.ca/careers>. Please include the position title and the job ID number in the subject line of your e-mail. We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.

APPLICATION DEADLINE FOR THIS POSITION IS JUNE 16, 2025, BY 4 P.M.

Candidates are required to disclose NT Power employees who are immediate family members prior to the interview.

Successful candidates will be required to obtain a criminal verification screening as a condition of employment.

NT Power is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our LDC community. Accommodation will be provided in all parts of the hiring process. Applicants need to make their requirements known in advance when applying through <https://ntpower.ca/careers>.