

About Us

As steward of the Canadian Strategy for Cancer Control (the Strategy), the Canadian Partnership Against Cancer works with provincial and territorial ministries of health and their cancer programs, First Nations, Inuit and Métis governments and organizations, health system leaders and experts, and people affected by cancer across Canada to implement the Strategy to improve cancer outcomes for all people in Canada. Learn more at www.partnershipagainstcancer.ca.

Enterprise Solutions Analyst (LEVEL 6)

Division Overview

The Finance and Corporate Services Division leads all services to secure a sound financial, project management and information technology platform and ensure that the organization has the technical, operational, infrastructure, and change management capabilities necessary to achieve the maximum impact for its mandate and budget. The team works alongside all divisions in managing financial and project aspects of programs and initiatives that aim to deliver on the priorities of the [2019-2029 Canadian Strategy for Cancer Control](#).

Overview of Role

The Enterprise Solutions Analyst supports the Finance & Corporate Services Division in supporting projects and initiatives to achieve organizational priorities. Reporting to the Manager, Enterprise Data and Solutions, the incumbent drives the effective use of technology, optimizes business processes, and delivers enterprise solutions that support organizational goals. The role also connects the Partnership's business and IT functions, ensuring solutions are effective, efficient, and enable the organization to deliver on the Canadian Strategy for Cancer Control. As a highly organized professional and strong time management skills, this position delivers on the tasks of the job while contributing to the Partnership's overall vision to reduce the burden of cancer on all Canadians.

Core Responsibilities & Activities

Program Specific Accountabilities

- Leads and supports projects that enhance existing systems or deliver new enterprise solutions by conducting requirements analysis, designing and evaluating solutions, providing technical expertise, and supporting implementation.
- Engages with teams across the organization to document requirements and develops actionable technical tasks to guide the development and deployment of solutions.
- Facilitates working sessions with business and technical teams to communicate and ensure solutions meet business needs.
- Implements solutions by executing technical tasks and configuration activities, such as developing workflows and automations, building SharePoint-based solutions, writing simple scripts, and supporting solution testing, deployment, and continuous improvement.

- Provides demos to organizational teams and incorporates feedback into the solutions.
- Conducts system testing, troubleshoots issues, and resolves problems to ensure solutions function effectively.
- Creates and maintains documentation for enterprise systems and associated processes and procedures.
- Analyzes and documents business workflows and procedures, identifying opportunities to leverage technology to improve business value and operational efficiency.
- Leads IT projects from planning through delivery, ensuring timelines, scope, and quality standards are met.
- Serves as a liaison between business teams, the IT team, and external vendors to ensure smooth communication and delivery.
- Promotes knowledge sharing, establishes best practices, and supports team development.
- Supports the evaluation of emerging technologies (e.g., AI) and recommends adoption where appropriate.
- Resolves IT issues related to enterprise systems as assigned through case management.

General Accountabilities

- Represents the IT team at internal or external meetings as well as other forums as needed.
- Assists other members of the IT team including the Director as needed.
- Supports the Manager, Enterprise Data and Solutions with strategic initiatives, operational priorities, and ad hoc projects.
- Leads and implements special projects and continuous improvement initiatives and supports other IT project tasks as they arise.

Competencies

The Partnership's core competencies are a key element to reviewing performance. While the duties and responsibilities of a position tell you the "what," the competencies tell you the "how." We have universal competencies which we expect to be exhibited by all staff.

Universal Competencies

- **Inclusion**- Contributes to a work environment where all people feel safe, have a sense of belonging, feel valued for their differences, and are empowered to participate and contribute freely.
- **Collaboration and Teamwork**- Works well with others both internally and externally to achieve individual goals, team goals, and/or organizational goals. Understands that a combined effort leads to greater results than those achieved by individuals.
- **Organizational Awareness**- Contributes by aligning actions with the organization's goals, core functions, needs, and values. Understands how the organization functions internally and externally in the broader system.
- **Design-Thinking**- Designs solutions with the end user in mind. Clearly defines problems in order to address the real needs. Adopts an iterative approach to designing solutions, integrating ideas or feedback generated at various stages.

Experience and Qualifications

- University Undergraduate Degree in computer science, information technology, or other relevant discipline, or an acceptable combination of education and experience.
- Minimum 5 years' experience, preferably in the non-profit or healthcare sector.
- Proven experience planning and executing IT initiatives.
- Proven experience engaging with cross functional teams, managing stakeholders, managing external vendors, and driving enterprise-wide adoption of IT solutions.
- Proficient in Microsoft 365 (Outlook, Word, Excel, PowerPoint, SharePoint, Teams, OneDrive).
- In-depth knowledge of Microsoft 365 workplace technologies and other cloud-based enterprise business applications.
- Expertise in process optimization, business process reengineering, and enterprise solution design.
- Strong business acumen with the ability to understand and connect cross-functional processes.
- Ability to combine business analysis expertise with technical proficiency to drive innovation and operational efficiency.
- Strong analytical, critical thinking, and problem-solving skills.
- Excellent communication skills including written, verbal, and presentation skills.
- Collaborative mindset with strong cross-functional teamwork skills.
- Able to independently learn new technologies.
- Adaptable, fast learner and thrive in a fast-changing environment.
- Education or experience with First Nations, Inuit and Métis is an asset.
- Bilingual in both English and French is an asset.