



TEACHERS' RETIREMENT
ALLOWANCES FUND

Business Analyst

Winnipeg, Manitoba

TRAF Offers:

- Positive, diverse, equitable and inclusive work environment
- Competitive salary
- Comprehensive benefits package

About TRAF:

The Teachers' Retirement Allowances Fund (TRAF), established in 1925, administers the defined benefit pension for approximately 40,000 active, former and retired teachers in the Manitoba public school system.

TRAF is governed by a Board that oversees its operations. The Board acts as trustee of the Fund and is ultimately responsible for the administration of *The Teachers' Pensions Act*.

TRAF is committed to a diverse, equitable, and inclusive workplace. Under *The Accessibility for Manitobans Act*, all applicants may request reasonable accommodation, which will be provided throughout the recruitment process.

How to Apply:

Please apply online at <https://jobs.peoplefirsthr.com/#/jobs>.

For further information about this career opportunity, please contact Jenessa McCrae at jmccrae@peoplefirsthr.com.

We thank all applicants for their interest; however, only those selected will be contacted for an interview.

Located in downtown Winnipeg at The Forks, **TRAF** (Teachers' Retirement Allowances Fund) is seeking a dynamic **Business Analyst** to join their growing operations group and work alongside their Senior Business Analyst. The role is crucial in driving process enhancements and efficiencies in the administration of pension benefits. The Business Analyst will identify and articulate functional business requirements that support operational initiatives for improved efficiency, productivity and risk mitigation. This individual must have a proven track record in business analysis and will be a detailed planner, expert communicator and collaborative team player. Together with the Senior Business Analyst, this position will play a key role in advancing our organizational goals.

As the Business Analyst, you will:

- Translate conceptual business requirements into clear, detailed requirements.
- Identify opportunities for changes to existing processes to improve efficiencies, reduce risks or enhance member service using technology, people and process modifications.
- Use a variety of techniques to understand and capture business requirements, such as interviews, workshops, surveys and storyboards.
- Partner with stakeholders across various business functions to develop analyses and documentation in a collaborative way.
- Assist in the identification, definition and documentation of current pension administration business processes.
- Assist in coordinating business value-added projects, including the design, validation, documentation, training, testing and implementation of solutions.
- Deliver user training and update training documentation on an ongoing basis.
- Define, track, analyze, report and maintain key data and operational KPIs.
- Support continuous improvement efforts and the standardization of best practices.
- Promote a collaborative team environment and provide guidance as needed.

You and Your Experience:

- Post-secondary degree in business or information technology/computer science or equivalent combination of education and experience.
- Certificate in business analysis, such as Certification of Competency in Business Analysis (CCBA) or PMI Professional in Business Analysis (PBA).
- Minimum of two to five years of experience in business analysis.
- Proficient with Microsoft 365 and data tools such as PowerQuery and PowerBI.
- Exceptional communication, interpersonal, problem-solving and facilitation skills.
- Experience with data analytics/visualization and statistical analysis is an asset.
- PMI certificate in Project Management is considered an asset.
- Background in pensions and/or financial services is considered an asset.

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