



Enterprise Transformation Analyst Chatham, Ontario

Entegrus Powerlines, progressive company dedicated to providing the highest level of service and a safe and positive work environment, requires an Enterprise Transformation Analyst. This role supports enterprise-wide process enhancement projects via co-ordination and guidance to project owners and team members regarding the application of project management methodology. The role is also responsible for the collection of data, process mapping and reports at various project stages.

MAIN RESPONSIBILITIES

- Assist corporate project teams through co-ordination and by documenting project plans and creating periodic progress reports in accordance with project management methodology;
- Meet with project owners and business unit teams and develop and update process maps related to projects and provide analysis and recommendations related to process gaps, redundancies and other opportunities for improvement;
- Assist project teams by researching, capturing and reporting on internal data and external intelligence related to project objectives and alternatives. Maintain confidentiality of sensitive information;
- Develop, co-ordinate and maintain all departmental performance tracking and reporting mechanisms, including Project Management Office (PMO) reporting;
- Conduct research into alternative process solutions or platforms in support of projects. Contribute to project teams with innovative ideas and observations;
- Prepare associated documents such as case studies, training plans and project scope change reports;
- Assist with the establishment and tracking of departmental and project budgets;
- Engage with the project owners to ensure staff training related to new processes or systems is developed and assist with co-ordination and scheduling;
- Track KPIs related to Enterprise Transformation projects and identify measures of success. Provide analysis and analytical inputs for planning, development and implementation for strategic corporate initiatives to promote a culture of continuous innovation and improvement of internal processes;
- Participate in IT team planning meetings in order to gain a fundamental working knowledge of IT functions; and,
- Other duties as assigned.

QUALIFICATIONS

- **Education:** (i) Must possess a university degree or college diploma in Computer Science/Studies, or Business Administration, or Engineering; (ii) Any of the following certifications are considered an asset: PMP, or process engineering, or quality assurance.
- **Experience:** 3-5 years of experience in a corporate or business environment
- **Knowledge:** Must possess a strong understanding of project management concepts, processes and techniques and keen analytical acumen. Must be proficient with database technologies and related reporting and analytics technologies. Familiarity and understanding of the utility industry is considered an asset.
- **Skills:** Must possess strong interpersonal skills and excellent communication skills (both oral and written). Must be Proficient with all major Microsoft Office software, including Excel, Access, Word, PowerPoint, etc.
- **Other:** Must possess a valid G Ontario Driver's Licence and an acceptable Driver's Abstract. Periodic travel within Ontario is required.

This is a non-union position and is based on a 37.5 hour work week, 8:00 a.m. until 4:30 p.m., Monday-Friday.

All interested candidates must apply using the following link: <https://ca.indeed.com/job/enterprise-transformation-analyst-02e3f759bca4e437>. Only those applications submitted using this link will be accepted and considered.

The closing date for all applications is 4:30pm on **March 29, 2021**.

Entegrus is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees. Should you require accommodations during the recruitment process, please contact Human Resources at 519-352-6300. All information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. We thank all candidates in advance; however, only those candidates selected for an interview will be contacted.