



## JOB POSTING

# Business Analyst

- Date Posted:** June 4, 2026 - June 14th, 2026
- Location:** Ontario. Working mainly remote with some in-person meetings
- Status:** Full-time Permanent
- Vacancy:** 1 New position, reposted
- Compensation:** Competitive salary, \$ 54.40 to \$66.23/hr. (OCIN-3 ), an industry-leading defined benefit pension plan through HOOPP and comprehensive benefits

### About OCINet:

The Ontario Clinical Imaging Network (OCINet) is an independent, not-for-profit corporation and a delivery partner of Ontario Health. OCINet enables the secure storage and retrieval of imaging exams, supports hospitals and integrated community health services centres, and connects radiologists, referring physicians, and specialists with their patients' clinical images province-wide.

For more information about OCINet, please visit: [www.ocinet.ca](http://www.ocinet.ca)

### Opportunity:

OCINet is currently recruiting for the position of Business Analyst. Reporting to the Manager of Project Management Office (PMO), the Business Analyst will be instrumental in developing and supporting the intake process for all corporate, strategic, and operational projects. The Business analyst is responsible for analysing all intake requests and business cases and ensuring all elements are captured and scoped. They will lead requirements gathering and documentation to support project delivery on time, in scope, on budget, and properly resourced. This includes facilitating cross functional discussions with internal and external stakeholders, including Ontario Health, sites, and vendors. The Business Analyst will lead project and business process development and documentation. As a key member of the PMO the Business Analyst will recommend, inform, and disseminate best practices for project delivery at OCINet.



## Responsibilities:

### Requirement Gathering

- Support development, monitoring, and adherence of formal corporate project intake process, forms, and templates
- Review and analyse intake requests and business cases
- Identify and work with key subject matter experts and stakeholders to gather and document all project and business requirements
- Facilitate and lead cross functional review of intake requests and business cases with internal and external (OH, vendors, sites)

### Process Development & Documentation

- Lead discussions with representation of stakeholders to develop, refine, and document processes for business and project needs
- Formalize process development and documentation
- Facilitate and actively participate in cross functional meetings to identify and address gaps and identify and recommend opportunities for process enhancement

### Support Project Delivery

- Support Project Manager and Project team to develop and deliver on workplan deliverables
- Support documentation of processes
- Support discussions and documentation for project go-live support, transition, and handover to operations

### Project Management Office

- Support development and refinement of processes, documentation, and templates within Project Management Office
- Identify gaps and opportunities and make recommendations for how projects are delivered and operationalized
- Contribute to PMO framework
- Inform, educate, and train new and existing staff on Business Analysis best practices throughout the organization
- Attend in person meetings as required, primarily in the GTA and occasionally in other parts of Ontario
- Other duties as assigned

## Qualifications Required:

- Post Secondary education diploma or degree, preferably in Business Administration, Healthcare, or Information Technology or equivalent experience
- Minimum three (3) years related experience gathering and documenting requirements for projects and business; in healthcare and or information technology preferred



- Minimum three (3) years related experience facilitating process discussions and documentation for projects and business; in healthcare and or information technology preferred
- Ability to articulate requirements to technical and non-technical subject matter experts
- Diagnostic Imaging knowledge considered an asset
- Digital health experience is an asset
- Excellent interpersonal and communication skills
- Ability to collaborate and lead technical, clinical, strategic, and operational discussions with multiple, diverse stakeholders
- Excellent documentation and organization skills
- Confident, dedicated, team player
- Ability to work independently with minimal supervision
- Demonstrated knowledge and experience using MS Suite and project management tools
- Strong analytical thinking with the ability to independently problem solve

*OCINet is an equal opportunity employer, dedicated to a culture of inclusiveness and diversity reflecting our diverse patients, staff and community alike. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.*

*Please note, OCINet does not currently leverage AI recruitment tools.*

*Apply for this opportunity by submitting your cover letter and resume to [employment@ocinet.ca](mailto:employment@ocinet.ca) and stating the job title in the subject heading.*