POSITION TITLE: **HR Project Analyst**

BUSINESS: Corporate

HR PROJECT ANALYST

The Rogers HR Planning and Performance Team leads the implementation of HR projects and uses a scorecard approach to track HR's performance. Working within a team environment, this position will have the following responsibilities:

RESPONSIBILITIES

- Identifying and documenting business requirements for HR programs; working jointly with Rogers IT to document business requirements on HR Programs that are dependent on technology
- Research options to support recommended solutions; prepare RFI or RFP where required
- Conduct business process analyses to identify improvement opportunities
- Provide project management support (planning, progress tracking, reporting) for implementation of these projects; recommend improvement opportunities
- Validate design; participate in UAT
- Design and co-ordinate training, communications and change management
- Monthly reporting to ensure HR is on track to meet project & process completion deliverables & timelines
- Reporting and trend analysis to assist in improving operational efficiency
- Business case generation including "what if" scenarios for new HR programs & processes
- Partner with HR Business Partners, Line Managers and Shared Services to gather input to ensure specific needs are met and to maximize their satisfaction with project management and communication services received.

QUALIFICATIONS

- Proven analytic and problem-solving skills including experience in gathering and analyzing business functional and data requirements
- Proven organizational/project management skills. Ability to meet deadlines.
- Project management experience in the development and implementation of programs and process improvement an asset.
- Strong analytical, trouble-shooting and multi-tasking skills
- Strong interpersonal and communication skills to interact effectively with internal stakeholders and external vendors
- Self motivated team player with strong work ethic
- Advanced PC Skills. Demonstrated proficiency of Microsoft Excel (building and analyzing models)
- Post secondary education in business related discipline preferred with 2 to 3 years business experience; BA/MBA/CHRP an asset.
- Passion for new technology and business.