



# Technical Business Analyst Full-Time

Campbell River Region  
Campbell River

Wednesday June 3, 2026

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\$31 - \$40/ hour (\$ 68,000 to \$ 85,000)

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**Company:** Broadstreet Properties Ltd

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**Website:** <https://www.broadstreet.ca/careers>

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**Industry:** Management/ Administration

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**Remote/Camp Based Job:** No

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**How to apply:**

Please apply directly at: <https://www.broadstreet.ca/careers>

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**Expiry Date:**

Wednesday, June 17, 2026

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**Details:**

The Technical Business Analyst is a cross-functional IT role responsible for bridging business needs, technology solutions, and project delivery. This role supports initiatives across the IT Department by ensuring business requirements, current-state processes, future-state workflows, system impacts, risks, dependencies, and operational readiness requirements are clearly captured, analyzed, documented, and traceable. The Technical Business Analyst translates business and operational needs into practical technical documentation, process models, requirements, and decision records. Operating with a high degree of independence on moderate to complex initiatives and contributes directly to improved documentation standards, delivery quality, operational readiness, and the overall maturity of IT governance and project delivery practices. Your contributions to the team include:

- Gather, analyze, validate, and document business, functional, technical, and operational requirements for IT initiatives.
- Translate requirements into future-state workflows, process maps, use cases, acceptance criteria, and data-flow summaries.
- Analyze systems, business processes, data flows, integrations, dependencies, risks, and constraints to identify gaps, impacts, and improvement opportunities.
- Support project delivery by maintaining traceability between requirements, risks, decisions, deliverables, testing outcomes, implementation activities, and transition-to-operations requirements.
- Collaborate with business stakeholders, application owners, developers, infrastructure teams, cybersecurity resources, project managers, and IT leadership to ensure alignment, clarity, and delivery readiness.
- Facilitate requirements sessions, process walkthroughs, documentation reviews, and stakeholder workshops for moderate to complex initiatives.
- Support solution evaluation and implementation planning by

identifying business and operational impacts, technical dependencies, and documentation requirements. • Support testing and User Acceptance Testing, including test-case development, test coordination, defect tracking, results validation, and requirements sign-off. • Contribute to continuous improvement of analysis practices, documentation systems, project delivery methods, and IT governance maturity. What we offer: Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive salary range of \$ 68,000 to \$ 85,000 per annum, this will be determined by your skill set, education and experience. You will also be eligible to participate in the Company's benefits program covering: • Employer paid extended health, vision, and dental coverage (including family) • Employee and Family Assistance Program • Employee Referral Program • Yearly health and wellness benefit • RPP eligibility after 1 year • Employee recognition program • In-house professional development opportunities

Why Broadstreet? Broadstreet Properties Ltd. is a family owned and operated property management company, partnered with Seymour Pacific Developments, that manage multi-family residential communities. We are a growing organization made up of diverse team members who are motivated to continuously innovate our approach to asset management. We consider employee wellbeing a priority and are dedicated to protecting the health and safety of our teams while ensuring a workplace that is respectful of everyone. Broadstreet Properties Ltd. practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with disabilities into our workforce by removing barriers and meeting accessibility needs.

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### **Qualifications & Experience:**

What you need to be successful: • Degree or diploma in Computer Science, Information Systems, Business Administration, related field or equivalent experience • 3 plus years experience in business analysis, systems analysis, or a similar IT delivery role • Experience working in an IT environment with complex Business Applications or enterprise technology environment • 3 plus years proven experience gathering, analyzing, validating, and documenting business, functional,

technical, data, reporting, and operational requirements • 3 plus years experience developing current-state and future-state process maps, workflows, use cases, acceptance criteria, data-flow summaries, and system-impact documentation • Experience supporting the full project and systems delivery lifecycle (SDLC), including requirements definition, design support, testing, implementation, transition-to-operations, and post-implementation support • Ability to work independently on moderate to complex initiatives, manage multiple priorities, identify risks and dependencies, and escalate issues appropriately • Experience working with ERP systems, enterprise business applications, or complex application environments • CBAP, CCBA, ECBA, or equivalent business analysis certification or training • Prosci, CCMP, or equivalent organizational change management certification or practical experience considered an asset • PMP, PRINCE2, equivalent project delivery experience or project governance training considered an asset • Intermediate Microsoft 365 skills • Strong communication, and facilitation skills, with the ability to build relationships with a variety of stakeholders • Excellent documentation skills, with strong attention to detail, version control, and traceability

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