

Continuous Improvement Analyst (*Permanent, Full-time*)

ABOUT THE POSITION

Join SkilledTradesBC and be part of a highly engaged organization that is named one of BC's Top Employers and certified Great Place to Work!



We are currently looking for one (1) Continuous Improvement Analyst for a full-time role, requiring significant skill in project and process management, and strong written and verbal communication skills to effectively convey ideas, facilitate discussion, and present findings to the stakeholders at all levels.

This role reports to the Manager, Strategic Programs
This position does not have direct reports.

RESPONSIBILITIES/ACCOUNTABILITIES

Program and Project Support:

- Support the Manager, Strategic Programs in the coordination and management of programs, projects, and activities to align with strategic objectives.
- Monitor project progress by tracking activity, resolving problems; publishing progress reports and recommending actions; and implementing initiatives to meet identified milestones and deadlines for organizational change.

Process Improvement:

- Support the standardization of organizational processes and procedures with a continuous improvement mindset.
- Identify opportunities for continuous process improvement to increase organizational effectiveness.
- Improve organizational processes and procedures by studying current-state processes, practices, and procedures and recommend future-state improvements to stakeholders.
- Design process flows and system components by analyzing requirements, and workflow charts and diagrams.

Reporting:

- Support in the creation, preparation, delivery, and presentation of strategic projects and program reports, results, and projects.
- Gather, synthesize, and analyze data and processes to make data-driven recommendations.
- Prepare, develop, and maintain related documentation (including process maps and standard operating procedures) and reports.

Stakeholder Management and Facilitation:

- Support the Manager of Strategic Programs to facilitate effective project stakeholder management.
- Facilitate and support discussions and workshops with business units to gather documents business processes and procedures.

EDUCATION/EXPERIENCE

- A post-secondary education is preferred; combination of education, and experience will be considered
- 3+ years of project management experience is required
- Education and/or certification in project management such as Project Management Professional (PMP), and/or Certified Change Management Professional (CCMP) is an asset
- Knowledge of process improvement methodologies such as Lean Six Sigma, Kaizen, or Agile to drive continuous improvement and operational excellence.
- Strong Business acumen
- Proficient in Microsoft Office, including Excel, Word, PowerPoint, Teams, SharePoint, and Microsoft Visio
- Knowledge of BC's trades training and apprenticeship system will be considered
- Ability to prepare and deliver effective presentations involving technical and/or sensitive information to a diverse range of audiences
- Ability to work on multiple concurrent business initiatives
- Experience working in the public sector or crown corporations is an asset

WHO WE ARE

SkilledTradesBC is a crown corporation that is responsible for leading and coordinating the skilled trades training and credentialing system for the province. SkilledTradesBC provides strategic leadership, policy support and customer services to help apprentices, employers and industry. SkilledTradesBC sets program standards, maintains credential records and issues the highly regarded Interprovincial Red Seal and B.C. Certificate of Qualifications (C of Q) credentials.

COMPENSATION

Salary Band D: \$57,618- \$95,755

SkilledTradesBC offers a highly competitive benefits package and perks which include:

- Hybrid work schedule, floater days, and a 37.50-hour work week,

- Eligible for pension contributions,
- Lifestyle Spending Account, on-site gym,
- Extensive Extended Health and Dental Plans that are 100% employer paid.

HOW TO APPLY

If this sounds like you, we look forward to hearing from you! **Submit your cover letter and resume (PDF format) by the closing date on our careers page by email to humanresources@skilledtradesbc.ca. Be sure to include your name and the position you are applying for in the subject line,** or your application may not reach the appropriate person.

At SkilledTradesBC, we are committed to diversity and inclusion to ensure that everyone can be their best, authentic self at work. We strive to remove barriers that affect marginalized communities in our recruitment processes. We encourage all qualified applicants to apply.

We kindly ask that applications be sent by email only - no fax or mail applications - and we ask for no phone calls please. Due to the high number of applications the SkilledTradesBC receives, only applicants who are selected for an interview will be contacted.

SkilledTradesBC currently operates in a hybrid work environment which encompasses working remotely and in-office.