

Job Title	Digital Workplace Analyst	Classification	Grid Level 24
Department	Information Technology	Date Updated	September 2026
Reports to	Systems and Architecture Manager		

PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*. The Legislative Assembly is an autonomous employer, separate from the BC Public Service and the administrative framework of government ministries and agencies.

DEPARTMENT SUMMARY

The Information Technology department (ITD) supports all Legislative Members and Staff with the specification, acquisition, deployment, and maintenance of Information Technology. This includes the technology infrastructure, software applications, telecommunications, and Internet connectivity.

JOB SUMMARY

Reporting to the Systems and Architecture Manager, the Digital Workplace Analyst supports the delivery, governance, and continuous improvement of the Legislative Assembly's digital workplace services and platforms. The position partners with business areas across the organization to understand operational needs, provide expert advice, and support digital solutions that enhance collaboration, information management, and service delivery. The Digital Workplace Analyst administers and supports the governance of SharePoint, the Assembly's intranet and web publishing platforms, and other assigned collaboration technologies, promoting effective, secure, and user-focused platform use. The role coordinates platform enhancements, develops guidance and learning resources, facilitates governance forums, and provides recommendations that support continuous improvement, user adoption, and compliance with organizational standards.

KEY RESPONSIBILITIES

- Contributes to the development and ongoing refinement of the Assembly's digital workplace roadmap, identifying opportunities to improve services, capabilities, user experience, and organizational effectiveness.
- Builds and maintains effective partnerships with client groups to understand business needs, identify opportunities for improvement, and support the delivery of digital workplace solutions that align with organizational objectives.
- Administers and supports the governance and lifecycle management of digital workplace services and platforms, including SharePoint, the Assembly's intranet, and other assigned collaboration technologies.
- Develops, implements, and promotes standards, guidelines, and governance practices that support effective information management, platform consistency, security, accessibility, and user experience.

- Assesses platform performance, user adoption, emerging technologies, and vendor roadmaps to identify opportunities for innovation, continuous improvement, and enhanced service delivery.
- Supports compliance with legislative, regulatory, organizational, records management, information security, and information protection requirements related to digital workplace services, platforms, and content.
- Coordinates the planning, testing, communication, training, and implementation of platform enhancements and changes in collaboration with stakeholders and technology teams.
- Administers and supports the ongoing improvement of the Assembly's web publishing platforms, ensuring services remain secure, sustainable, and aligned with organizational standards and business requirements.
- Provides guidance and governance support for low-code and workflow automation solutions to help ensure applications and processes are secure, supportable, compliant, and aligned with enterprise standards.
- Develops guidance materials, tools, and learning resources that support effective platform use, strengthen digital capabilities, and encourage user adoption across the organization.
- Facilitates governance committees, working groups, and stakeholder forums related to digital workplace services and platforms, supporting informed decision-making, prioritization, and accountability.
- Monitors platform performance, adoption, compliance, and stakeholder feedback, and provides recommendations to support service improvements and informed decision-making.
- Collaborates with internal stakeholders, technology teams, vendors, and service providers to address issues, mitigate risks, and support the ongoing enhancement of digital workplace services.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC
 Chief Information Officer
 Director, Information Technology
 Systems and Architecture Manager
Digital Workplace Analyst

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in computer science, information management, business, or a related program, plus at least three years of relevant* experience, or an equivalent combination of education and experience. *Relevant experience may include:
 - Administering and supporting SharePoint, Microsoft 365, or other enterprise collaboration platforms.
 - Partnering with business areas to identify requirements, recommend solutions, and improve digital workplace services.
 - Developing or supporting governance frameworks, standards, and best practices related to digital platforms, information management, or collaboration technologies.
 - Coordinating platform enhancements, user adoption activities, communications, training, and continuous improvement initiatives.
- Experience supporting governance or administration of low-code and workflow automation solutions, including Microsoft Power Platform is preferred.

- Microsoft certification in Microsoft 365, SharePoint, Power Platform, or related technologies is preferred.
- Experience administering web publishing platforms, including WordPress, and supporting related updates, enhancements, and security practices is an asset.
- Experience working in a parliamentary or public sector environment is considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of SharePoint Online, Microsoft 365 collaboration capabilities, information architecture, permissions, and site governance.
- Knowledge of digital workplace governance, information management, accessibility, privacy, and information security principles.
- Knowledge of change management, platform lifecycle management, and low-code/workflow automation technologies.
- Strong consultation, relationship-building, and stakeholder engagement skills.
- Strong communication skills, including the ability to develop standards, guidance, training resources, and communications for diverse audiences.
- Strong analytical and problem-solving skills.
- Ability to facilitate discussions, build consensus, and support governance and decision-making processes.
- Ability to analyze platform performance, adoption, compliance, and stakeholder feedback and provide recommendations for improvement.
- Ability to manage multiple priorities and deliver results in a collaborative, service-oriented environment.