

Job Title	Project Analyst	Classification	Grid Level 21
Department	Information Technology	Date Updated	May 2026
Reports to	Director, Information Technology		

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 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 Director, Information Technology, and in coordination with the Leads in IT Operations, Cybersecurity, Business Operations and Infrastructure, the Project Analyst will be responsible for managing a variety of transformation projects throughout the project management life cycle. The Project Analyst plays a key role providing project management expertise to departments across the Legislative Assembly that engage with ITD. to ensure projects are planned, managed and completed successfully and within budget. The Project Analyst also provides analytical, coordination and documentation support to the Director, Information Technology.

KEY RESPONSIBILITIES

- Provides process guidance to clients throughout the organization to ensure compliance with accepted project management standards for a variety of projects which cross organizational boundaries and are high profile in terms of stakeholder interest and organizational goals.
- Carries out the planning, implementation and delivery of assigned portions of project as a formal project team member; identifies project risks and develops risk mitigation strategies and/or risk controls.
- Establishes organization-wide project management guidelines, procedures, formats and templates and maintains project management tracking systems.
- Tracks project activities throughout the life cycle, monitors project parameters and reports out on project scope, time, costs, risks, quality, communications, procurement, changes to human resources and integration with other projects; tracks project financials and prepares reports and budget monitoring documents.
- Develops analytical documentation (e.g., decision notes, cost benefit analysis, business cases, budgets schedules and reports) through the identification, gathering, verification, analysis and compilation of data.

- Develops and manages all project documentation (e.g., project charter, project plan, status reports, approvals and close-out) to reflect costs, timelines, risks, strategies, project structure, reporting expectations, and approval/management process.
- Prepares technical reports such as network diagrams, Gantt charts and work breakdown structures; makes presentations on project status and options to guide decision making of executive and team members.
- Ensures project costs are tracked, forecasted, and expenditures are verified and within project budget. Recommends re-allocation of project funds as needed.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC
 Deputy Clerk of the Legislative Assembly
 Director, Information Technology
Project Analyst

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in the information technology domain or a related program, plus at least three years of related work experience in multi-disciplinary project teams, or an equivalent combination of education and experience.
- Experience with modern Project Management software and tools.
- Project Management certification or training would be considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent Microsoft applications skills (MS Office).
- Skilled at developing and producing written technical documentation.
- Exceptional verbal/written communication, interpersonal and teamwork skills.
- Risk management skills to assess technical strategies and security controls.
- Excellent coordination and multi-tasking ability.
- Ability to prepare and interpret flowcharts, schedules, and step-by-step action plans.
- Ability to work effectively and courteously with system users, other Information Technology colleagues, suppliers and consultants using good judgment, maturity, and professionalism.
- Ability to perform duties on an independent yet collaborative basis with staff across the organization
- Ability to be resourceful and adaptable to constantly changing priorities.
- Ability to consistently maintain confidentiality and privacy standards and perform duties with absolute discretion and professionalism.