Title: SAP Analyst - HR

Role Summary:

This position provides SAP and related systems and process support to the FortisBC Human Resources business unit. Working closely with IS and business teams to ensure legal, regulatory, and business requirements are met through maintenance and enhancements to SAP HCM, related portals (ESS/MSS, BW), and interfaces to other modules and systems.

Key Accountabilities:

Participate in the development, design, implementation and maintenance of SAP system integrity and functionality, configuration and related processes; perform corrective maintenance, release management and enhancement management. Under the direction of an IS professional, collaborate with Process Managers and other Application Support (ASD) team members to prioritize activities.

Establish and maintain relationships with others; participate in SAP planning sessions for a variety of departmental and/or company-wide projects and initiatives, provide feedback and recommendations in the preparation of SAP business cases and project plans. Facilitate meetings, workshops and conduct presentations.

Participate in workflow improvement projects; conduct analysis, business process mapping and baseline analysis to determine magnitude of current issues. Work with implementation projects to integrate the new functionality into the existing design of processes, business rules and configuration; liaise with Process Managers to address requirements for end-user training and participate in training in one-on-one or classroom settings.

Maintain awareness and knowledge of current trends/issues and recommend tools/improvements to processes and procedures based on best practice and industry norms. Under direction of an IS professional, provide recommendations on system or business process changes; collaborate with users to identify problematic processes that need improvement. Also, gather business requirements, conduct analysis of needs and system functionality, develop and implement related procedures and conduct user training.

Utilize a variety of information gathering tools, systems and resources to research items to identify system trends/intelligence data, produce financial and statistical reports, analyse and/or evaluate information, equipment and/or technology. Compile reports, conduct gap analysis, cost/benefit analysis, benchmark and/or compare data, maintain and track pertinent information using a variety of computer software/system tools and applications.

Work with and provide guidance to external consultants as required.

Qualifications:

Bachelor's degree in an appropriate business area from a recognized program, plus at least five (5) years recent, related experience or an equivalent combination of education, training and experience.

Technical Competencies:

Demonstrated knowledge of business, project and change management principles

Demonstrated ability to establish and maintain strong working relationships

Demonstrated ability to apply judgement and creative thinking in decision making situation

Demonstrated knowledge of SAP basic functions and principles

Experience and ability to work in a constantly changing work environment.

Experience with business analysis and/or system design projects

Experience working in a sustainment role.

Demonstrated ability to communicate effectively both verbally and in writing

Demonstrated ability to develop and redesign business processes

Demonstrated ability to manage system integrity

Demonstrated ability to analyze information and resolve problems

Demonstrated ability to develop and conduct training for users, provide recommendations, identify and research issues, and assist with issue resolution.

Ability to adapt to changing priorities

Demonstrated ability to recommend tools to increase the value of the existing solutions and provide appropriate recommendation.

Extensive working knowledge of SAP, and participation in an implementation/upgrade project

Demonstrated experience in the configuration and support of SAP HCM Payroll (including gross to net) and Time Management.

Experience with integration between SAP Modules and between SAP and other systems is an asset

Additional Information:

The ideal candidate will possess intermediate level of knowledge of HR business processes, and SAP HCM functionality, with system configuration experience. The candidate must demonstrate the capability of understand business processes, manage system integrity, develop and conduct training for users, provide recommendations, identify and research issues, and assist with issue resolution. He/she should be aware of current and emerging solutions to the existing software and must be able to correctly recommend tools which will increase the value of the existing solution and be able to provide appropriate recommendation so that conflicts to the technology solutions are avoided. Occasional travel may be required. Occasional 'outside-of-business-hours' work may be required.