



## 170557 - Business Application Specialist - Department of Finance - Permanent

Government of PEI

📍 95 Rochford Street, Charlottetown, Prince Edward Island C1A 3T5

👤 1 Position available

📅 Published on: September 24, 2025

📅 Expires on: October 10, 2025

### JOB DESCRIPTION

The Department of Finance is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

Our Vision: Forward-looking people, service, and technology.

Our Mission: Our Team proudly delivers quality IT expertise and advice with our partners to make citizen and business-centric service possible.

The Purpose of the Business Application Specialist position is to assist with the planning, development, integration and maintenance of complex Government Business Systems. This role will understand, maintain and support all of the documentation/application components within the system.


As a Business Application Specialist, the position is responsible to assist with the investigation and resolution of application problems, enhancements and maintenance of application areas, as well as business analysis of application requirements. The position will act as a liaison between ITSS and the sponsoring department. The incumbent requires a working knowledge of change control, system/integration testing, security and business processes.

The Business Application Specialist is responsible for thorough knowledge of system integration as well Government networking systems. Departmental clients of these systems range from a few specialized professionals to several hundred general and specialized users.

This position reports to the IT Consultant responsible for the complex business systems (ITSS), and works closely with sponsoring department.


#### Duties will include but are not limited to:


- Administration, and Support of System Applications:
  - Provide technical and business requirements analysis that is subject- specific, and expertise on the functional requirements of the complex system and integration of other related applications;
  - Monitor, support, configure and administer the daily operations (including system patches) of the complex system, including but not limited to highly specific business modules;
  - Become proficient in the function and use of tools to support the ongoing operation and development of the system;

 Job type  
Permanent / Full-time

 Work shifts:  
Day

 Work schedule:  
37.5 hrs/week

 Work location  
Hybrid

 Salary:  
\$60,606.00 - \$75,797.00 CAD  
Yearly

 Unionized:  
Yes

#### Additional information

Job Opening ID:

- 169082

Department:

- Treasury Board Secretariat

Location:

- Charlottetown

Pay Level:

- 15

Hourly Salary Range:

- \$31.08 - \$38.87

Employment Type:

- Permanent

Employment Percentage:

- 100%

Closing Date:

- Friday , October 10, 2025 4:00 p.m.

- Monitor, measure and report on the utilization, capacity and performance of the applications;
- Coordination, Planning and Advice:
  - Assist the client in coordinate working groups, helping identify and improve functional processes, report requirements and areas of potential risk;
  - Provide one of the lead roles during upgrades, maintenance and operation activities;
  - Liaise with the client, ITSS, vendors and external organizations and external service providers on an as needed basis ensuring that the system meets and/or exceeds standards/policies/procedure;
- Communication/Leadership:
  - Lead multi disciplinary and multi organizational working groups as required;
  - Presentation of proposed new functionality to various audiences;
  - Coordinate effective problem management and decision making by gathering information through environmental scans. consolidating relevant data/information. analyzing data, building working relationships and anticipating the effects of trends and issues.

#### Minimum Qualifications:

- University degree or College diploma in Computer Science (or a related discipline with major IT course work);
- Considerable related application support experience and knowledge of the field related to the supported system and other related information systems;
- IT system fundamentals and concepts (e.g. Understanding system terminology, environments, system architecture, etc.);
- Proficiency with MS Office Suite, Word, Excel and PowerPoint;
- Experience with script language such as SQL;
- Experience with report writing (for example, Crystal Reports);
- Expertise in relevant complex systems and environments;
- Considerable experience with complex issues management, problem solving, innovative solution generation and root cause analysis;
- Experience managing the expectations of a wide range of key stakeholders and target solution users;
- Experience prioritizing and managing multiple tasks simultaneously;
- Previous experience and demonstrated skills in a leadership role;
- Considerable experience with an incident tracking and management system (e.g. Unicentre, etc.) and the practices that apply to problem and incident resolution;
- Experience and knowledge of change management principles and methodologies;
- Familiarity with project management approaches, tools and phases of project life cycles;
- Experience with gathering user requirements, and tools and phases of user requirements life cycles;
- Experience with or knowledge of the complex system, including applications, modules, design, analytical and maintenance tools;
- Experience with large-scale organizational change initiatives;
- Demonstrated Equivalencies will be considered;
- Excellent analytical, complex issues management, problem solving, innovative solution generation and decision-making skills;
- Excellent verbal and written communications skills; interpersonal, consultation, facilitation, consensus building, negotiation, and conflict resolution skills;
- Be a team player, able to work with and through others, be self-directed and work independently;
- Ability to positively influence others and move towards a common vision or goal;
- Ability to make effective decisions, effectively manage time and stress pressures, and display sound judgment;
- Ability to consolidate relevant data and/or information in various different formats depending on the audience;
- Ability to write and prepare memos, reports and documentation;
- Understanding and application of theories and practices related to operations, security, risk, and client service;
- As travel throughout the province may be required, access to a reliable vehicle and valid driver's license is required;

Open To:

- Public , preference will be given to UPSE Civil Employees as per the UPSE Civil Collective Agreement .

Union:

- UPSE Civil

#### Required documents

- ✓ Resume

#### Optional documents

- ✓ Cover Letter

Work Permit - If you are not a Canadian citizen or permanent resident , please upload a copy of your valid work permit confirming your authorization to work in Canada .

- ✓ Certifications - If you hold any of the required or preferred certifications mentioned in the job posting , please upload them here .

International Education - If you earned your credentials outside of Canada , please upload any International Education Credential Recognition documents you have

- ✓ Other

**Other Qualifications:**

- Change Management Course Work;
- Project Management Course Work:

This competition may be used to fill future job vacancies.

**Please Note:** Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383.

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.**

Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at [www.jobspei.ca](http://www.jobspei.ca). Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

*No. 6 on Forbes' list of Canada's Best Employers 2024*

*The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.*

**BENEFITS**

3 weeks paid vacation  
annually



Hybrid options within PEI



Flexible working hours



Employee assistance  
program



Health and dental benefits



Pension Plan