



JOB DESCRIPTION

Job title: Enterprise AI Analyst	
Department: Information & Technology Services	
Reports to: Corporate Information Security Officer (CISO)	
<input checked="" type="checkbox"/> Full-time	
<input type="checkbox"/> Part-time	

PURPOSE: Give a brief description of why the job exists and how it adds value to ATRF.

Reporting to the CISO, the Enterprise AI Analyst plays a key role in the rollout, integration, and governance of AI solutions within ATRF's IT ecosystem. This position supports AI solution development, operations and implementation, data analysis and modeling, and contributing to the implementation of AI governance framework, policies, and processes.

This position proactively collaborates with internal stakeholders to connect ITS, business units, and governance teams, facilitating responsible and effective AI adoption, ensuring alignment with ATRF's strategic goals and compliance requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Give a brief description to state overall purpose, expectations and/or objectives of the position. Then add bullet points, listing the specific tasks and job duties of the position that are required on a daily basis. Items should begin with action words such as perform, responsible for, deliver, develop, etc.

AI Solution Development, Operations & Delivery

- Lead and support the delivery of AI proof of concepts (PoCs), ensuring integration with existing tools and processes.
- Configure, test, and deploy AI-powered solutions. Roll out AI capabilities specific to Microsoft such as Azure OpenAI, Microsoft 365 Copilot, Teams integrations, etc.
- Collaborate with business units to identify automation opportunities and implement AI-driven workflows.
- Maintain documentation and operational logs for AI deployments and assessments.
- Prepare and extract data using programming language

Data Analysis & Model Support

- Collect and analyze structured and unstructured data to identify trends and inform model development.
- Assist in designing and refining machine learning models, including NLP and predictive analytics (for example chatbot, etc.)

Governance & Risk Management

- Contribute to the implementation and operationalization of ATRF's AI Governance Framework, Policy, and AI Assessment process.
- Serve as a subject matter expert (SME) on internal AI assessments, completing them as required and enhancing the process when necessary.
- Apply responsible AI principles and risk management practices to all AI initiatives.
- Help maintain documentation and compliance with standards like NIST AI RMF, ISO/IEC 42001, etc.

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Stakeholder Engagement & Collaboration

- Collaborate with internal stakeholders and vendors on technical and non-technical matters related to AI and its use cases.
- Support training rollout initiatives related to AI tools and responsible AI practices. Support awareness campaigns and contribute to intranet content on AI use cases and best practices.
- Communicate effectively with cross-functional teams and external partners

EDUCATION AND WORK EXPERIENCE QUALIFICATIONS: This section is used to describe what knowledge, skills and abilities are required to perform the daily tasks and job duties bulleted above. For education requirements indicate type of degree or diploma required, certifications and/or designations.

- Bachelor's degree in Computer Science, Data Science, Engineering, or a related field
- Microsoft Certified: Azure AI Engineer Associate is considered an asset
- Minimum three years of related professional AI experience in data analysis, machine learning engineering, and/or AI research with direct exposure to business challenges and cross-functional collaboration
- Practical experience with Generative AI tools, developing and deploying predictive models, ideally within the Microsoft AI ecosystem
- Proven ability in developing, configuring, testing, and implementing AI solutions in PoC, pilot, or enterprise production environments
- Programming experience with AI technologies (e.g., Python)
- Strong understanding of responsible AI usage, AI risk management, and ethical AI principles.
- Experience in statistical modelling or machine learning
- Familiarity with AI governance frameworks (e.g., NIST AI RMF, ISO/IEC 42001) is beneficial
- Experience working in a regulated or risk-sensitive environment
- Exposure to training or change management activities related to new technologies
- Demonstrated commitment to continuous learning and a passion for AI
- Experience working in small to medium-sized organizations or public sector environments is considered an asset
- Excellent written and verbal communication skills to work with all levels of the organization and the ability to translate technical to non-technical language based on audience understanding
- Proven ability to work independently as well as collaboratively within a team
- Strong analytical and problem-solving skills
- Detail oriented, task focused and the ability to manage multiple priorities simultaneously

INDEPENDENCE OF ACTION/AUTHORITIES: Describe the extent to which decisions and recommendations are made independently. (e.g., complexity of problem solving).

Responsibilities are supervised occasionally with freedom of action restricted to modifications of procedural guidelines and operates with moderate independence, escalating complex issues to the Corporate Information Security Officer. The employee takes independent action as directed by general instructions, established methods, and/or clearly defined precedents or technical infrastructure and is encouraged to innovate and improve AI governance and solution delivery

LEADERSHIP, MANAGEMENT, SUPERVISORY & TEAM RESPONSIBILITY: Describe the extent of responsibilities.

No direct supervisory responsibilities. Works at a technical or professional level with much of the time spent performing such functions. In addition to training, mentoring and reviewing the work of others, the incumbent is consulted as a resource in the technical or professional function and may coordinate with analysts and technical staff on AI-related tasks and projects

Signature

The electronic signature below indicates that the supervisor and Human Resources have read, discussed and agreed that the information accurately reflects the work assigned.

Name

Signature

Date