



## JOB DESCRIPTION

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

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

Reporting to the CISO, the AI & Cloud Solutions Analyst supports the administration, integration and optimization of Microsoft 365 (M365) and AI technology environments. This role is responsible for deploying and enhancing M365 solutions, primarily Copilot, Azure Foundary, SharePoint and Microsoft Teams. Additionally, this position plays a key role in the rollout, integration, and governance of AI solutions within ATRF's ecosystem. This includes supporting AI solution development and operations, data analysis, modeling, and contributing to the implementation of AI governance framework.

The AI & Cloud Solution Analyst proactively collaborates with internal stakeholders to connect ITS, business units, and governance teams, facilitating responsible and effective adoption of both AI and M365 capabilities, 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.

### **M365 Administration & Integration**

- Apply in-depth knowledge of Microsoft 365 administration to maintain seamless Copilot, Azure Foundary, SharePoint, and Teams user experiences and optimize overall service performance.
- Configure, enhance and support the rollout of M365 integrated suite with a primary focus on Copilot, SharePoint, and Teams
- Develop, test, and implement new features in M365 products and services.
- Maintain strong technical and functional knowledge of M365 service architectures, licensing models, dependencies, and limitations.
- Act as a trusted advisor for M365 Online capabilities, roadmap alignment, and platform design decisions.
- Continuously monitor Microsoft 365 roadmap updates, feature releases, previews, and deprecations across all relevant workloads.
- Translate Microsoft announcements into clear, actionable guidance for both technical and non-technical audiences.
- Proactively track end-of-life (EOL), retirement, and deprecation notices for M365 and Entra ID services (e.g., Azure AD B2C, legacy authentication, classic portals).
- Conduct impact assessments for EOL technologies, including risk, timeline, affected users, and downstream systems.

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- Develop and maintain EOL transition plans, including migration strategies, timelines, and dependency mapping.

**AI Solution Development, Operations & Delivery**

- Support the delivery of AI proof concepts (PoCs), ensuring effective integration with existing tools and business processes
- Configure, test, and deploy AI-powered solutions including the rollout of AI capabilities specific to M365 (Azure Open AI, Copilot, Teams, etc.)
- Collaborate with business units to identify opportunities for automation and implementation of AI-driven workflows
- Maintain accurate documentation and operational logs for AI deployments, assessments and ongoing solution monitoring
- Prepare, extract and transform data using appropriate programming language to support AI model development, evaluation, and operational readiness

**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
- 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.

**Stakeholder Engagement & Collaboration**

- Collaborate with internal stakeholders and vendors on technical and non-technical matters related to AI, M365 solutions, and their use cases
- Support training and awareness initiatives related to new M365 capabilities, 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 to ensure clarity, alignment, and effective delivery of IT initiatives
- Act as a trusted technical advisor to IT leadership, architecture teams, security teams, and business stakeholders.
- Serve as a subject-matter expert on M365 and AI solutions.

**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
- A minimum of 3 years of experience in the administration and application of M365 services, particularly SharePoint Online, and Teams.
- Direct exposure to supporting AI or Machine learning solutions with an understanding of responsible AI usage, risk management, and ethical principles
- Demonstrated commitment to continuous learning with a particular focus on AI

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- 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