

JOB POSTING:

Manager Information Management Services

Permanent, full-time

Posting Date: March 6, 2023

Closing Date: April 4, 2023

JOB PURPOSE

This position is responsible for the management, supervision, and strategic direction of the Information Management Services (IMS) Department. This individual will plan, coordinate, direct, and design IT related activities of the organization as well as provide administrative direction and support for daily operational activities of the IMS department. The Manager of IMS will work closely with the decision makers of other departments to identify, recommend, implement, and support cost-effective technology solutions for all aspects of the organization.

ESSENTIAL QUALIFICATIONS

Education/Certification

University degree in the discipline of Computer Science or Business Administration with a focus on information technology.

Experience

A minimum of six (6) years of recent related experience with an emphasis in enterprise information technology, and five (5) of which has been managing a team.

KEY ACTIVITIES

Lead IT strategic and operational planning to achieve business goals by fostering innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the organization. To achieve this, it is important to collaborate with all stakeholders across the organization including other corporate departments, the learning support services team, school leaders and senior administration.

Develop, implement, and evaluate IMS guidelines, procedures, and services in accordance with the strategic direction, operational strategies, and legal obligations of the board.

Provide supervision and support to the IMS department staff including hiring, training, performance evaluations, organization of work, procedures, discipline, and professional development activities.



Provide leadership in creating an employment climate in which excellence, service, productivity, and teamwork are valued and where fairness, equity and support for employees are exemplified.

Identify opportunities for the appropriate and cost-effective investment of financial resources in IT systems and resources, including staffing, sourcing, and purchasing.

Adhere to a sound project management program that includes the prioritization and control of projects and the project portfolio as they relate to the balancing of the available resources, and the selection, acquisition, development, and installation of major information systems.

Lead the board's broader cyber security initiatives to protect the organization and mitigate prospective risk through the consultation and implementation of best practices.

It is essential to keep current with trends and issues in the IT and Education sectors to ensure appropriate advice, counsel, education, and potential impact is provided to senior management for the purpose of making sound system decisions.

KNOWLEDGE AND SKILLS

Scope of Knowledge

In-depth knowledge of concepts and best practices related to project management and change management is essential as the majority of work performed by this department is project based and the assessment, implementation and timeliness of projects is key to departmental success.

In-depth knowledge of information security, including but not limited to cyber security, is required to ensure that all systems have processes in place that mitigate the risk of breaches. This covers all areas of security in the organization from building security and video surveillance to systems security and disaster recovery.

Strong knowledge of computing technologies (both hardware and software) and systems to ensure that the organizational impact of decisions is properly assessed and communicated.

Strong knowledge of business intelligence concepts to support the enhanced demand for data analysis required by the organization to properly assess whether it is meeting its operational goals under the board improvement plan.

Working knowledge of the creation and management of budgets, basic human resource practices and broader public sector procurement practices.

Skills/Abilities

Excellent organizational and time management skills are essential to the success of this position as it provides the ability to successfully navigate the fast pace and constantly changing and conflicting demands and timelines that are addressed on a daily basis.



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Proven leadership, problem-solving, decision-making, and team building skills are essential to be able to lead the team effectively, manage expectations of the organization and effectively communicate with the senior team. The ability to motivate in a team-oriented and collaborative environment will not only benefit the department but also the organization as a whole. Proven ability to assess efficiency through analysis of work methods, schedules, resources and staffing qualifications.

Superior written and verbal communication skills with the ability to present ideas in business-friendly and user-friendly language at all levels of the organization (staff, management and trustees).

Exceptional attention to service-oriented practices will properly address individual client needs while managing expectations of the organization.

Other

Occasional travel to schools within the Board's jurisdiction requiring a valid driver's license and access to a reliable vehicle.

Additional Information

Our board is committed to providing safe environments for our students and staff. Please note that the conditions of employment include an acceptable Police Record Vulnerable Sector Check, as well as the certificate of completion for the Ministry of Labour Supervisor Health and Safety Awareness in 5 Steps Training (available on-line).

The Sudbury Catholic District School Board offers a competitive salary and a comprehensive benefit package. The salary range for this position is \$101,218.00.00 to \$126,534.00 annually.

If your qualifications, positive attitude and commitment to student achievement make you an ideal candidate for this position you are encouraged to apply online at sudburycatholicschools.simplification.com and submit a complete application package including:

- Cover letter
- Current resume including relevant leadership experience
- Names and contact information of three (3) professional references, one of which must be your current supervisor

Applications must be received no later than **April 4, 2023, at noon.**

Our school board is host to and celebrates diverse cultures and is comprised of 1000 plus dedicated staff committed to high quality education that inspires and promotes lifelong learning to our 6,000 plus students.

All applicants are thanked for their interest, however, only those selected for an interview will be contacted. The Sudbury Catholic District School Board is committed to building a diverse and



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qualified workforce which reflects and serves the needs of its students and its communities, and supports the mission, vision and values of the Board.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is being collected under the authority of the Education Act and will be used for employee recruitment and selection purposes.

If you require a disability-related accommodation to participate in the recruitment process, or if you have questions about this collection of information, please contact Human Resources Services at (705) 673-5620.

Thank you for your interest in Sudbury Catholic Schools.

www.sudburycatholicschools.ca

Joanne Bénard
Director of Education

Michael Bellmore
Chair of the Board

Mission: To realize each student's potential within our inclusive Catholic learning community by nurturing and developing their mind, body and spirit.

Vision: Leaders in Learning and Faith