



# CAREER OPPORTUNITY

<b>Position:</b>	Senior Technology Director <b>#13-2023</b>
<b>Department:</b>	Information Systems & Technology
<b>Commencing:</b>	<b>As soon as possible</b>
<b>Salary:</b>	<b>\$98,250.00 to \$131,00.00 annually, or \$50.38 /hour to \$67.18 /hour based on a 37.5 hour work week</b>
<b>Deadline:</b>	Open until a suitable applicant is found.
<b>Job Description:</b>	Enclosed

Riverside Healthcare Facilities Inc. invites applications from all qualified applicants.

To be considered, please send your completed cover letter, and resume by e-mail to [human.resources@rhcf.on.ca](mailto:human.resources@rhcf.on.ca) or by fax to: 807-274-2898.

For more information, please contact Human Resources at:  
[human.resources@rhcf.on.ca](mailto:human.resources@rhcf.on.ca)



## JOB DESCRIPTION

<b>POSITION (Title):</b>	Senior Technology Director
<b>DEPARTMENT/SERVICE AREA:</b>	Information Systems & Technology
<b>SITE:</b>	La Verendrye General Hospital
<b>REPORTS TO (Title):</b>	Chief Financial, Technology, & Information Officer

### **Qualifications and Experience Required:**

- Completion of three-year degree or post-secondary diploma in Computer Science, Computers and Technology or related program; or a combination of equivalent experience and education.
- Minimum of 10 years of relevant experience in an IST environment.
- Experience with new technology evaluation, project management, training, and consultation.
- Demonstrate an ability to adapt to a changing environment and stay current with the latest technologies.
- Systems administration experience in a corporate IST environment.
- Experience deploying and maintaining corporate network infrastructure: Routers, switches, firewalls, etc.
- Well-developed verbal and written communication skills.
- Excellent interpersonal skills.
- High degree of proficiency planning and managing IT projects.
- Working knowledge of budgeting and procurement processes.
- Experience managing and directing staff.
- Have experience providing technical and application support
- Have network and application administration experience.
- Must possess a high degree of confidentiality and honesty.

Additionally, strong preference will be given to individuals that:

- Have experience administering Microsoft-based environments: Windows, Windows Server, SQL Server, Office, etc.

### **Attributes:**

- The Senior Technology Director is required to:
  - Work independently while maintaining a high level of organization.
  - Be dependable, versatile, highly motivated, competent, cooperative;
  - Show initiative and be a creative thinker;
  - Be innovative, illustrate superior communication skills, maintain strong interpersonal relationships;
  - Have strong supervisory and leadership skills.

- Ability to work in a fast-paced environment and possess effective organizational and time management skills; and
- Possess a high degree of confidentiality, honesty, integrity and trustworthiness.
- Carry out all work assignments safely and be knowledgeable of and in compliance with relevant legislation, regulations, policies and procedures.

### **General Accountabilities:**

- The Director of Information Systems & Technology is responsible for planning the Information Systems & Technology future for the organization to attain operational and financial goals and support business growth and improvement; ensures the streamlined operation of the IST Department in alignment with the business and strategic objectives of the organization in compliance with regulatory and legal requirements, best practice and RHC policies & procedures. The Director is responsible for:
  - The overall management of RHCs information systems and technology;
  - Oversees the design, planning, support and management of all information systems, technology, software and infrastructure.
  - Managing, planning, coordinating, directing and designing IT specific activities of the organization;
  - Working closely with decision makers, partners and stakeholders to identify, recommend, develop, implement and support cost-effective technology solutions for the organization;
  - Providing strategic and tactical planning, development, evaluation, and coordination; and
  - Ensuring the continuous delivery and operation of efficient and effective integrated clinical and administrative solutions and systems.
  - Working directly and collaboratively with clinical leadership in clinical equipment analysis, planning, design, and site readiness.

### **Specific Duties:**

- Management of IT service delivery, infrastructure support and services, application development and integration and cyber security and IT compliance.
- Develop, maintain and manage an ongoing strategy that ensures the management systems in use and plans for the organization are effective given the economic climate, technological developments, government legislation and requirements and strategic goals and objectives of the organization.
- Lead, develop, maintain, and manage IST Department strategic and operational plans that support clinical and patient-focused priorities, including fostering innovation, organizing and planning projects and organizing and negotiating the allocation of resources.
- Develop, maintain, communicate, and enforce IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing and acquisition, service provision, implementation and operation of IST systems, to ensure the protection of enterprise IST assets and the integrity, security and privacy of information entrusted to or maintained by the organization.

- Participates, negotiates, and administers vendor, outsourcer and consultant contract and service agreements, soliciting involvement and participation of management and staff when appropriate, including assisting in or developing requests for proposal.
- Oversight and management of computerized and automated network and end-user services, including support, error detection & resolution, training and acting in the capacity of liaison with end-users. Includes oversight and management of help desk and technical support services.
- Project Management, including project scoping, approval, evaluation, selection, acquisition, installation, training and support of technology, ensuring appropriate investment in strategic and operational systems and resources using project management methodologies and best practice. Planning, creating, executing and delegating project work plans and revising as need to meet changing, needs, requirements and environment. Includes monitoring project budgets and analyzing project success and cost.
- Provides responsive advice, counsel, education and service concerning IST issues and trends in the IT industry.
- Develops, maintains and tests robust enterprise-wide business and disaster recovery plans to ensure timely and effective restoration of IST and other business and clinical services in the event of a disaster or prolonged service disruption.
- With Executive Leadership, participates in shaping the organization's operating model, strategic planning, and implementing tactical plans focused on maintaining and continually improving business and financial performance.
- Participates in and recommends an appropriate organizational IST structure capable of supporting informational needs of users, including the timely and accurate gathering, processing and distribution of information through appropriate and cost-effective information technology. This includes benchmarking, analyzing, reporting and recommending improvements and growth of Information Technology.
- Promotes, oversees and supports relationships between the corporation's IST resources and external entities, partners and stakeholders.
- Collaborate with the Chief Financial, Information and Technology Officer in technology budget and planning.
- Manage and control financial, capital and human resources of the IST Department, including purchasing, budgeting and budget review; cost/benefit analyses for IST spending and initiatives; IST hardware, software and equipment asset management; and IST staffing, including but not limited to recruitment, retention, supervision, scheduling, development, evaluation and disciplinary actions.
- Plans, develops, and manages IST software, application and security training programs for the organization.
- Management and ability to convey cyber risk in a business context, represent Technology and Security best practices and develop risk awareness practices related to technology.

### **Conditions of Employment**

- Human Resource Policies
- Corporation Policies
- Department Policies