



JOB POSTING

Competition Number NU 2024-07

Union/Non-Union: Non-Union
Position: Manager – Information Technology and Decision Support
Status: Permanent Full Time
Program: Information Technology
Initially assigned to: 147 McIntyre Street West

Purpose:

Reporting to the Director of Operations, the Manager of IT and Decision Support at CMHA-North Bay and District is responsible for development, implementation, and maintenance of the organization's information technology systems and decision support infrastructure. This role involves developing and implementing strategic plans for information technology and decision support to ensure the functionality, data consistency, security, and usability of all systems aligned with the organization's goals and objectives. Additionally, the Manager is accountable for ensuring that staff are provided with the necessary information technology tools to effectively perform their duties. The Manager supervises the IT and Decision Support Team, providing direction and leadership, monitoring performance to ensure high standards, and addressing any work issues as they arise.

Education and training:

- Bachelor's degree in computer science, information technology, business administration or related program experience administering computers, servers, and networks. Along with a solid understanding of QI principles and data governance.

Experience:

- Minimum of 3 years of experience in information technology management, with demonstrated experience in decision support systems.
- Experience in a charitable or non-profit environment, with a focus on health, mental health or public health is an asset
- Proven leadership and management skills, with the ability to lead and motivate a team to achieve results

Requirements:

- A negative Police Vulnerable Sector Check
- A valid Class G driver's license and proof of insurance
- Daily access to a reliable vehicle
- Able to lift at a minimum 20 lb from squatting to standing position
- Bilingualism (English/French) is an asset

Knowledge/Skills/Abilities:

- Strong technical expertise in information technology systems and infrastructure including hardware, software, networks, and databases
- Excellent analytical and problem-solving skills, with the ability to analyze complex data and make data-driven decisions
- Effective communication and interpersonal skills, with the ability to communicate technical concepts to non-technical stakeholders
- Strong project management skills, with the ability to manage multiple projects simultaneously and deliver results on time and within budget
- Demonstrated ability to create positive interactions with all employees, while maintaining an approachable disposition
- Demonstrated ability to maintain strict confidentiality of information and exercise good judgment and discretion in handling and disseminating information
- Motivated self-starter with proven initiative; excellent time and project management skills
- Strong attention to detail; quality orientation
- Strong problem identification and resolution skills; focused on creating solutions
- Proven ability to complete reliable research and implement creative solutions within frameworks provided/required
- Ability to interpret and effectively communicate company policies and procedures

Personal Suitability:

- Commitment to continuous learning and ongoing professional development
- Demonstrated professionalism in dealing with confidential issues.
- Demonstrated positive work record and excellent attendance record
- Ability to meet the physical and sensory demands of the position
- Willing to travel between sites of the organization
- Willing to work flexible hours; days, evenings, weekends and holidays
- Available to work outside of regular work hours at the Director's request
- Available to attend special events as required

Selection Process:

Candidates will be selected for the position based on their skill, ability, experience, and qualifications as identified in their resume

Shift:

Days, evenings, weekends, and holidays

French Language Services Required:

Bilingualism is an asset.

Salary:

\$50.93 - \$54.80/hour

\$92,693..... \$99,736 annually (* based on full-time hours)

Please send resume and cover letter via email and note the job competition number (see above) in the subject line of the email to:

careers@nbd.cmha.ca

CMHA-NBD promotes the principles of and adheres to the tenets of the Ontario Human Rights Code. We strongly encourage applicants with lived experiences, from Indigenous communities, people of all races, colours, ethnic origins, religions, disabilities, and sexual orientations to apply. We recognize that equitable access to employment is an agent in social change.