

Social Housing Services Corporation

Please send resumes to: clawrence@shscorp.ca

IT Manager Position

Main Job Purpose

- To plan, direct, manage and oversee the activities and operations of the IT Department; administer the IT budget, staff and physical facilities of the department.

Duties and Responsibilities

- Develop Information Technology strategy in support of the company's mission and core objectives.
- Direct, control and motivate the staff of the Information Technology department.
- Develop an annual business plan and operating budget for the department and monitor the implementation of these to ensure that the financial targets are met.
- Negotiate service level agreements with both internal and external customers and service providers and monitor service delivery to ensure the agreed targets and standards are met.
- Accountable for the management, mentoring and career development of all IT staff.
- Define and seek approval for the level of IT resources required to meet these goals and prioritize and schedule major projects.
- Direct the preparation and implementation of policies, procedures and standards relating to information and telecommunication systems.
- Responsible for researching and evaluating new technologies.
- Direct, attend and participate in staff meetings and related activities; attend workshops to keep up to date with Information Technology issues.
- Responsible for an IT department that will manage a number of IT projects; including a comprehensive redesign of the corporate data landscape.

Skills / Attributes Required

- Senior IT Management experience.
- A proven track record of driving and defining complex IT strategy.
- Exceptional communication skills are essential in order to explain complex IT concepts to non-technical colleagues
- Experience of managing multiple IT disciplines i.e. software development, technical support, systems architecture etc.
- A broad understanding of computer systems, applications and operating systems.
- Education in IT administration would be an asset
- In depth experience of negotiating with and managing third parties

- Project management experience is required
- Experience managing the transition from a small to medium size IT shop would be an asset.