



DIRECTOR OF INFORMATION TECHNOLOGY

The Ontario English Catholic Teachers' Association, representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Director of Information Technology, assigned to the Information Technology department of the provincial office, commencing on or around **June 24, 2024**.

This is a unionized senior resource staff position within the Association. The position works collaboratively with other department members to facilitate the internal and external Information Technology needs of the Association.

The Director of Information Technology (IT) is responsible for working collaboratively with all internal functional groups and external stakeholders, leading the internal IT team to ensure the successful coordination and direction of all aspects of IT operations. The individual will ensure IT standards are consistently met, and technical decisions are aligned with the business objectives of the association. The role will also define, implement, and support all policies, procedures and best practices related to technical infrastructure and cloud-based environments.

Duties include:

- IT infrastructure support services, including security, service desk, data governance and architecture.
- Defining and executing the Association technology roadmap.
- Overseeing the IT security functions, standards, tools, and activities aligning to industry best practices such as Cyber Security Framework, Microsoft 365 Security and Management Platform.
- Helping to drive a culture of security and privacy and ensure successful cyber security awareness training.
- Ensuring all Information Management and Technology policies and procedures adhere to appropriate standards.
- Leading and taking ownership of critical incident management response, controlling and coordinating necessary activities to restore service, determining root cause, and delivering root cause fixes. Ensure on-going and pro-active communication with stakeholders, and executive team.
- Leading three core areas of IT: systems infrastructure, network infrastructure (firewalls, VPN etc.), service desk (end user support and first line of contact) and cloud solutions (M365, ASI iMIS).
- Hardware Provisioning and Asset Management (InTune, Windows/Mac PCs, iPads, iPhones, Android, endpoint management).
- Providing hands-on assistance in troubleshooting and resolving technical operational issues related to IT software, hardware, and cloud platforms.

Minimum qualifications include:

- A minimum of 5 years of relevant IT experience.
- Knowledge and understanding of systems and network architecture including voice, telephony, video conferencing.
- Knowledge of common information security management frameworks
- Knowledge of SharePoint
- Excellent knowledge of a wide range of technology, including Cloud, networks, telecom, cyber security, mobile and desktops.
- Experience with M365, M365 Defender, ASI iMIS, Form.io, Windows OS, Mac OS.
- Experience with Networking (VPN, Cisco, Switches, Firewalls, VLANs).
- Experience with leading the design, development, deployment, and integration of cloud services, enabling secure operations in the cloud environment (M365-based, ASI iMIS solutions).
- Demonstrated ability to translate business needs into IT specific requirements.
- Ability to administer consultant contracts and service agreements.
- Ability to communicate IT operations concepts to both technical and non-technical audiences.
- Ability to collaborate with stakeholders to define business and systems requirements for new technology implementations.
- Excellent project management and organizational skill.
- Demonstrated ability to work in a fast paced, team-focused setting, with multiple competing and rapidly changing priorities.
- Effective communication and interpersonal skills.

Candidates must:

- Effectively communicate technical and non-technical concepts to varied audiences.
- Have strong analytical, problem-solving, and organizational skills.
- Have a positive customer service attitude and the ability to stay calm under pressure.
- Be a great people leader who can effectively coach and develop a team.
- Must be able to absorb new technical concepts quickly.

Education:

University degree or college diploma in Information Technology or Computer Science plus relevant certifications, or relevant work experience.

The following would be an asset:

- Knowledge of education-related issues in Ontario.
- Related association and/or union experience.
- An understanding of, and commitment to, publicly funded Catholic education.

This is a Senior Resource Staff position under the OECTA Secretariat Association collective agreement. Starting salary begins at approximately \$137,000 and increases with each year of experience to a maximum of approximately \$161,000 after three years. Senior Resource Staff are enrolled in the Ontario Municipal Employees' Retirement System (OMERS) defined benefits pension plan, and employer paid health, dental, and life insurance, where eligible.

The successful candidates should be prepared to become involved in additional professional growth programs in consultation with the General Secretary.

For those applicants granted an interview, the Association intends to hold such interviews on **June 5 and 6, 2024.**

APPLICATION PROCESS

Application closing date: **May 21, 2024 at noon**

Qualified candidates are required to submit a résumé electronically to the attention of René Jansen in de Wal, President, via email to careers@catholicteachers.ca

Letters of reference will not be considered.

The Ontario English Catholic Teachers' Association is committed to employment equity and is actively seeking to ensure a representative workforce. Applicants with lived experience as an Indigenous person or a member of an equity-deserving group are encouraged to self-identify in their covering letter.

In accordance with the *Accessibility for Ontarians with Disabilities Act* and all other applicable legislation, The Ontario English Catholic Teachers' Association is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please let us know if you require an accommodation to ensure your equal participation in the recruitment and selection process.

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.