

Job Description

Job Title:	Director, Information Technology
Department:	Dean of Science, Computing
Reports To:	Associate Dean of Science, Computing
Jobs Reporting:	Manager, Computing Infrastructure Information Systems Specialist Information Technology Specialist
Salary Grade:	USG 14
Effective Date:	November 2018

Primary Purpose

The Director, Information Technology is the senior information technology (IT) specialist in the Faculty of Science and is accountable to the Associate Dean (Computing) for strategic leadership in the provision of quality IT services, support, and training to the faculty, staff and students of the Faculty of Science. The Director is responsible for providing strategic leadership and coordination to meet the Faculty's unique information technology needs. The incumbent has the primary responsibility for providing technology support throughout the Faculty of Science as well as the management of day-to-day technical operations in the department and is expected to collaborate on campus-wide IT projects and assume a leadership role in key projects affecting the Faculty of Science.

Key Accountabilities

Manages Science Computing and provides leadership to the IT staff in the Faculty

- Recruits, selects, assigns, supervises, manages performance of, and terminates staff. Establishes, communicates, and maintains operating guidelines and procedures for staff in alignment with University policies and procedures.
- Supervises staff assigned to work in the department by other units, such as the Faculty Liaison staff from Information Systems and Technology (IST).
- Directs staff training and professional development opportunities to assist in the achievement of their career path objectives and the provisioning of resources necessary to meet the technology needs of the Faculty.
- Provides staff with high level direction, a productive work environment and career opportunities. Maintain a cooperative and collegial workplace.
- Provides technological leadership and continuity of direction to the department.
- Co-ordinates the technical efforts of IT staff within the faculty.
- Promotes a co-operative, collegial approach to problem solving.

Provides IT infrastructure, service, support, and training to the Faculty of Science.

- Ensures all information technology in the Faculty is maintained according with function and direction as set out by the Associate Dean (Computing) and Faculty- and University-wide steering and advisory committees.
- Ensures a fully functional, networked computing environment is available to all students, staff, faculty, and visitors in the Faculty of Science, and that the environment is compatible with systems and resources in use in other areas of the University.
- Advises and makes recommendations on all IT purchases in the Faculty, including the configuration and specification of hardware, software and services.

Job Description



- Plans, budgets, allocates resources for, and oversees the implementation, maintenance, and retirement of systems, software, and IT services for the Faculty.
- Co-ordinates projects and technical activities within Science Computing. Ensures broad-based initiatives related to technology at the University involve IT staff in Science as appropriate and take Faculty needs into account.
- Directs and provides instruction to faculty, staff, and students in Science on effective technology usage by planning and organizing seminars and providing documentation and related materials for Faculty use.
- Coordinates support for the use of information technology within the Faculty of Science.
- Directs the development of software and systems for instructional, research, and administrative purposes. Works directly with faculty and staff to specify, write or adapt programs and configurations to meet business needs.
- Participates fully in the technical work of Science Computing.

Provides technology leadership to the University that meets existing and anticipated needs and opportunities in the Faculty of Science and throughout campus.

- Provides representation related to IT on committees within the Faculty of Science.
- Represents the Faculty of Science on campus-wide committees related to IT, including the Computing Technology Steering Committee (CTSC).
- Anticipates and develops solutions to challenges which might face the Faculty's computing environments.
- Assesses current technology advances as they might affect or enhance the Faculty's computing environments.
- Solicits the needs of the user community and communicate direction of the department to meet those needs.
- Assigns staff to University-wide committees and projects relating to IT directions and collaboration.
- Interacts with vendors to ensure the technology needs of the Faculty are met sustainably.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- University degree in a field related to the management of computing technology, or equivalent post-secondary education and related experience.

Experience

- 10-12 years of progressive experience within the field of information technology. Must have extensive direct supervisory experience, including mentoring, and developing teams and experience influencing senior level management and key stakeholders.
- Experience in broad-based technology management in an academic environment is a strong asset.

Knowledge/Skills/Abilities

- Technical expertise at the expert level in computing systems management, networking, and information security.
- In-depth proficiency in software development and workstation administration.

- Demonstrated leadership, strategic planning, negotiation, communication, interpersonal, analytics, and organizational skills.

Nature and Scope

- **Contacts:** Strong leadership and project management skills. Excellent verbal and written communication skills, including the ability to communicate technical concepts to a wide variety of technical and non-technical audiences. Demonstrated ability to influence, and develop relationships at multiple levels across a wide range of functions within the Faculty, across the University, and with external providers of goods and services.
- **Level of Responsibility:** Provides strategic direction for the development and implementation of technology for the Faculty of Science. Responsible for the budgeting, planning and implementation of IT infrastructure and applications to meet current and projected needs for the Faculty and related clients. Provide general management and leadership to the Science Computing staff, and coaching and mentorship to IT staff who work with Science Computing. Influence campus-wide decisions on the selection, implementation, and management of technology.
- **Decision-Making Authority:** Set technology standards and direction for the Faculty of Science in consultation with peers and key stakeholders. Prepare plans, budgets for IT purchases for the Faculty. Delegate responsibility for technology purchases to the Manager, Computing Infrastructure, Science Computing.
- **Physical and Sensory Demands:** Attention to detail and consideration of conflicting needs as required of senior management.
- **Working Environment:** The Director normally works in an office environment on a computing workstation, but often spends time meeting with peers, clients, and key stakeholders throughout the university, including occasional off-site trips. Work is normally carried out during UW business hours, with infrequent work on evenings, weekends, and holidays if emergencies or other conditions warrant.