



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/03/28

Information Systems Manager

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|--------------------|---|------------------|
| Job ID | 5D-36-BD-E8-10-E3 | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=5D-36-BD-E8-10-E3 | |
| Company | Ontario Native Women's Association | |
| Location | Thunder Bay, Ontario | |
| Date Posted | From: 2021-06-09 | To: 2021-12-06 |
| Job | Type: Full-time | Category: Office |
| Job Salary | \$82,500 - \$103,074 DOE | |
| Languages | English | |

Description

ONWA MANDATE

The Ontario Native Women's Association (ONWA) is a not-for-profit organization that empowers and supports Indigenous women and their families in the province of Ontario. ONWA encourages the participation of Indigenous women in the development of Federal, Provincial, Municipal/Local government policies that impact their lives and ensure issues affecting Indigenous women and their families are heard at key government tables.

ONWA is committed to providing services that strengthen communities and guarantees the preservation of Indigenous culture, identity, art, language, and heritage. Ending violence against Indigenous women and their families and ensuring equal access to justice, education, health, environmental stewardship, and economic development, sits at the cornerstone of the organization. ONWA insists on social and cultural well-being for all Indigenous women and their families, so that all women, regardless of tribal heritage may live their best lives.

SCOPE

Reporting to the Director of Operations, the Information Systems Manager (ISM), plays an integral part in supporting the foundational pillars of the ONWA. The ISM will lead their team in a fast-paced environment and support the organization in attaining ONWA's vision and strategic goals by working collaboratively with all internal stakeholders for the development of implementing IT policy and systems management that supports the agencies operations.

The ISM is responsible for the secure and effective operations of all computer systems, related applications, hardware, and software that is used at the ONWA. They will proactively plan, organize, oversee, and evaluate all information management systems including the development, implementation of information and data management policies, processes, procedures, to guide all stakeholders and ensure clear systems are in place. They are responsible for the technological infrastructure at ONWA and will lead all research of new technology and recommend solutions that strategically support organizational growth and operational efficiency.

The Operations/ ISM holds custodianship of information and IT assets and gives advice and guidance on the business, technological requirements and practices relating to information, asset, and data management. This role will use their experience in crisis management to prioritize tasks and coordinate the functions of all information technology and systems throughout the province and will monitor regular system checks to ensure minimal downtime. The ISM will make certain all hardware, software, networks, and related applications work correctly and efficiently while safeguarding all information and assets across the Province.

QUALIFICATIONS:

• A degree, associate degree, or equivalent, in ICT, IM, Information/ Computer Science or equivalent with a minimum five (5) years demonstrated experience in IM in such areas as privacy, data, governance, data quality and data management.

• Five (5) years, experience in a similar role in the not-for-profit sector providing IM and ICT technical architecture development, applications implementation, technical support, help-desk support including demonstrated ability to lead and motivate a team.

• Extensive knowledge of database, web, and social media design/architecture including Power BI.

• Experience with drafting IM and ICT policy and creating IM and ICT plans, standards, policies, and procedures that

address organizational strategies and goals.

• Excellent research skills to analyze IM and ICT best practices and make recommendations.

• Experience determining project methodologies, resource requirements and deliverables and provide direction on concurrent projects.

• A demonstrated high-level of written, oral, and interpersonal skills with the ability to influence and negotiate with all stakeholders to find collaborative solutions for complex issues and guide appropriately.

• The ability to establish and maintain credible and professional relationships with senior management, Community Members, and partners

• Excellent problem solving and decision-making skills with the ability to implement appropriate solutions.

• Strong attention to detail and works to resolve unplanned crisis while minimally impacting the organization.

• Strong relationship building skills and knowledge to interact with various government departments, Indigenous organizations, and communities with diverse structures, governance systems, and administration policies and processes.

• Experience in providing leadership on policy development projects, managing deadlines, and competing priorities.

• Experience with financial planning/cost benefit analysis to plan and manage projects and support planning processes and reporting, including results based planning and annual plans.

• Proven work experience in an advisory capacity.

• A commitment to stay current regarding the latest IM and ICT trends and advancements.

• Strong organizational and time management skills with an ability to proactively define measurable objectives and outcomes and meet reporting requirements in a timely manner.

• Highly motivated, ability to work with minimal supervision and works well under pressure.

• Ability to travel when required.

• Reliable/appropriate vehicle insurance coverage and valid Ontario G class driver's license.

• Current, valid vulnerable sector criminal records check. Valid 1st Aid/CPR is an asset.

• A cellular phone and internet access is required within this position.

• Must be willing and able to work a flexible work week. This may include a combination of virtual remote work in your home and in office arrangements and special events. This will be based on operational needs and will be determined by the ONWA.

• Ability to speak an Indigenous Language is considered an asset.

KEY CORE COMPETENCIES REQUIRED:

• Inter-cultural Competency Informed • Understands to incorporate a personal responsibility to increase sensitivity, awareness, and implementation of ONWA's cultural teachings and organizational practices in both professional conduct and work-related deliverables.

• Indigenous Gender-Based Analysis Informed • Understands to incorporate an intersectional approach to gender, race and discrimination and subsequent intergenerational impacts affecting Indigenous women and their families.

• Trauma-Based Practice Informed • Understands to incorporate a trauma-informed approach to recognize and respond to all forms of trauma and the necessity of supporting Indigenous women in a culture of tradition and safety in her healing journey.

• She is Wise Leadership Informed • Understands to incorporate the Four Agreements within daily responsibilities and combined with ONWA's cultural teachings contribute to the empowerment and leadership of Indigenous women within their communities.

RESPONSIBILITIES • SPECIFIC:

1. Provide organizational leadership in establishing and maintaining data privacy and data security and systems management.

2. Establish and communicate a plan/roadmap for the immediate and long-term IM, ICT to ensure the organization has robust and effective systems for a growing organization.

3. Proactively plan, organize, direct, oversee and evaluate the operations of information systems, networks, and telecommunications software.

4. A high degree of risk management, mitigation, and analysis of current systems to provide advice on areas for improvement.

5. Manage, coach and mentor a team, to design, develop, implement, operate, and administer computer and telecommunications software, networks, and information systems.

6. Engage all ONWA stakeholders to understand their needs, and long-term goals. Recommend and implement new IM

and ICT applications and technologies that support these.

7. Participate in the development of portfolio plans to actively support ONWA's IM and ICT needs. Work in collaboration with all internal stakeholders to improve service delivery and provide day-to-day technical support to all ONWA offices as required.
8. Establish processes/systems and implement approaches to better service the sites and staff across the province. Including, asset management, IT, maintenance procedures and information management and put them into operation.
9. Constantly evaluate the functionality of systems and make recommendations for change. Test and modify systems to ensure they operate reliably.
10. Manage secure network access for remote users.
11. Select and purchase appropriate hardware and software as required within budgets and within procurement standards.
12. Ensure software licensing requirements are current and laws are followed.
13. Implement and manage security or integrity backup procedures including the scheduling of upgrades during off hours.
14. Maintain a list of reputable IT service providers that can be called upon to provide service when ONWA tech is unable to attend the site remotely.
15. Maintain the IT and ICT assets and participate in the development of software solutions to provide assets management for ONWA.
16. Consult computer users to ascertain needs and to ensure that facilities meet user or project requirements.
17. Work with Opportunity Management and look for funding sources to assist in the acquisition of new technologies.
18. Manage, maintain, and update all current and new IM and ICT software applications including and not limited to, Dreamcatcher, ONWA phone system, security, door locking systems, other databases, website, and financial software.
19. Provide user training, support, advice, feedback and implementation on IM, ICT, onboarding/training for new employees, membership, community, and internal staff to increase their knowledge and enhance security for IT processes and applications.
20. Train internal IT team to keep up with growing changes and needs in IT.
21. Provide, coordinate and/or oversee IM and ICT technical support for conferences, meetings, teleconferences.
22. Monitor, analyze IM, ICT, activities to identify and report problem areas along with strategies and tactics to address areas of concern and improve overall ONWA efficiency.
23. Learn about ONWA's structure, know, and understand ONWA's programs and stakeholders.
24. Subject to funding, conduct routine site-visits to all ONWA sites to review and audit IM and ICT needs and compliance as assigned by the Director of Operations.
25. All other duties assigned.

RESPONSIBILITIES – ADMINISTRATIVE:

1. Complete monthly and submit to Director when required.
2. Complete quarterly reports on or before the requested due date.
3. Complete reports to funders as required.
4. Complete and attend supervisions with Director on a regular basis.
5. Other reports or admin as assigned.

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RESPONSIBILITIES – PUBLIC RELATIONS:

1. Promote the program within the community.
2. To adhere to professionalism in always representing the organization and maintain good communications.

EXPECTED STANDARDS OF PERFORMANCE:

1. Adhere to the Policies and Procedures as set by the ONWA.
2. Representation on committees as required for the enhancement and benefits of ONWA's programs.
3. To network and promote ONWA and all ONWA related programs. Maintain good communication.
4. Always maintain professionalism.
5. The completion of functions outlined in the description and the achievement of goals set to a high level.
6. Attendance and conduct at work according to the requirements of the Association's Personnel Policy.
7. Adherence to the Code of Ethics, and positive relationship building.

AUTHORITY:

To execute the functions outlined in this job description.

ACCOUNTABILITY:

The Information Systems Manager will be directly accountable to the Director of Operations for the proper completion of the duties outlined in the enclosed job description.

How to Apply

To apply, please click [Apply Now!](#)