



Manager of Business Solutions

Location: Topsail Road Office – St. John's

Job Opening ID: 11079

Permanent, full-time

Commencing: January 2, 2020

Deadline to Apply: November 19, 2019

INTERNAL POSTING

DUTIES: Reporting to the Director of Information Technology, this position will act as project manager for all administration business systems solutions for College of the North Atlantic. This position will coordinate the acquisition, development, installation, security, and maintenance of all business system solutions (i.e. Student Administration, Financial and Human Resources Information Systems, etc.); oversee system analysis, design, and programming services; oversee database design and development; oversee security access controls; advise college staff on matters relating to computer technology solutions; initiate and write proposals to tap external funding sources to acquire computing resources for the college; negotiate and maintain license agreements for administration application solutions; provide direction to the college in the effective utilization of IT resources; implement software process improvements such as Lean development and automated testing; perform day-to-day management duties including human resource management, financial management, and business planning; and other related duties as required.

QUALIFICATIONS: Candidates must demonstrate extensive knowledge of business systems solutions applications and knowledge of industry best practices and continuous quality improvement initiatives. Candidates must also have: a proven ability to lead, mentor and manage IT personnel with a commitment to developing a departmental culture devoted to achieving educational and business objectives of the college; strong communication and sound decision making skills; proven project management and organizational skills – initiating, planning, executing, and monitoring complex business solutions projects; the ability to analyze, troubleshoot, and resolve issues; the ability to collaborate and work effectively with management and front line staff; and a demonstrated commitment to providing exceptional client service. The required knowledge and skills for this position would have been obtained through the successful completion of a Bachelor's Degree in Information Technology or related field combined with extensive and progressive IT/business systems solutions support experience in a complex environment and experience in highly responsible leadership roles with a project management focus. An equivalent combination of education and experience may be considered.

SALARY: HL 22 - \$69,303.00 - \$90,094.00 per annum

College of the North Atlantic is an Equal Opportunity Employer

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply online complete with resume at www.cna.nl.ca/careers. Verification of credentials and the names and contact information of three professional references, including a current supervisor, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Robert Adams, Human Resources Consultant at robert.adams@cna.nl.ca or by phone at (709)-758-7055
