

## Internal/External Job Posting

<b>Position:</b>	Director, Innovation & Information Technology	<b>Job Status:</b>	Permanent Full Time
<b>Required Shifts:</b>	Days, evenings, and weekends	<b>Reports to:</b>	CEO
<b>Hours of Work:</b>	1.0 FTE (35 hours weekly)	<b>Hourly Rate:</b>	NU 11
<b>Location:</b>	Belleville	<b>Union/Non-union:</b>	Non-Union
<b>Date Posted:</b>	July 5, 2024	<b>Closing Date:</b>	July 19, 2024, at 4:30PM

### Position Summary:

As a member of the Senior Leadership Team reporting to the Chief Executive Officer, the Director of Innovation and Information Technology (“Director”) ensures the effective strategic administration of the agency’s Information Technology and Innovation infrastructure.

The incumbent achieves this purpose through the effective oversight, leadership and management of the following corporate service portfolios: Project Management, Decision Support, and Information Technology.

The Director is a collaborative and collegial member of a dynamic Executive Team, drawing on the insights of colleagues, leaders and their own knowledge of industry best practices to design, implement, measure, and evaluate the Programs and Services within their assigned portfolio.

The Director provides leadership and direction in the planning, implementation and evaluation of the project management, business improvement, operations and information technology initiatives, services and expertise to drive innovation and fulfill the vision and mission of the Canadian Mental Health Association (CMHA).

### Minimum Qualifications & Experience:

- Masters’ degree or University degree in Business Administration, health informatics/information management, Information Technology, or related discipline or an equivalent combination of education and experience
- At least 10 years of professional experience leading innovation across a diverse organization including business and IT solutions, with a minimum of five years of leadership and people management experience, preferable in the health, social services or not-for profit sector
- Expertise in business improvement/innovation-related (e.g. lean, six sigma, design-thinking etc.) and project management principles, methodologies and best practices.
- Experience with the extraction and manipulation of data using structured query language (SQL).
- Advanced proficiency in Microsoft applications including Excel (pivot tables, formulas, etc.), MSSQL DB (build tables, write queries, generate reports), MS Teams, PowerPoint and business intelligence (BI) tools.
- Experience with clinical datasets, data submission, reporting tools and clinical information systems (e.g., CIHI, HIT, AIR, SHIP, GAIN, GAINS, OPOC, etc.); EMHware experience an asset.
- Experience leading and working with diverse cross functional and multi-disciplinary teams across community and regional geography.
- Analytical, research and solution-developing skills with the ability to apply innovative and progressive business practices.
- Technical knowledge and skills on a variety technology and systems solutions and platforms and understanding of information technology trends, landscape and future directions.
- Project leadership and management expertise to lead collaborative projects involving cross functional/multidisciplinary teams, and multiple stakeholders and partners.
- Organizational and time management skills in a complex and collaborative environment with the ability to meet timelines and project deadlines.
- Supervisory skills, including the ability to mentor, coach and inspire staff.
- Operational and business management skills (operational planning, budgeting, resource allocation, contract and vendor management).
- Interpersonal and oral and written communication skills with ability to communicate with internal and external stakeholders at various levels.
- Satisfactory Criminal Police Check required.
- Valid Ontario driver's license.

*Please note: Duties and responsibilities are subject to change in the future.*

**Applications: Please submit a resume and cover letter quoting competition number 2024-049 to [careers@cmhahpe.ca](mailto:careers@cmhahpe.ca) prior to the closing date of July 19, 2024, at 4:30PM.**

*We are committed to inclusive, barrier-free recruitment processes and work environments. If contacted, please advise us in a timely fashion of any accommodation assistance you require to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*