

JOB DESCRIPTION TEMPLATE

Career Ladder:	Leadership & Management
Business Title:	Director
Department:	
Department Code:	
Level:	G - H

Job Summary:

The Director provides strategic executive leadership and technical expertise to senior technology staff and managers engaged in the planning, implementation and management of multiple large and complex information systems to support long term strategic goals.

Organizational Status:

Work Performed:

Specific Duties:

Core Duties:

- Contributes to and translates the information technology vision and strategic direction and oversees the development of function specific strategies, tactical plans and initiatives.
- Provides the necessary leadership to ensure information sharing and integration of university computing systems and services.
- Approves and monitors plans, targets and measures for reporting areas.
- Negotiates, sources and obtains financial, physical, or human resources to support long-term projects and programs.
- Leads and/or oversees development of innovative business solutions, programs and services that integrate reporting areas to build lateral capabilities within the organization.
- Ensures for the development of policies, standards and controls related to operational efficiency, compliance, risk mitigation, and achievement of functional results.
- Addresses challenges and decisions having a functional impact, including those issues that may affect profile within the university community.
- Develops working relationships and partnerships with key stakeholders across the organization, providing expert advice on committees and initiatives and ensuring the solutions, programs and services are addressing business requirements.
- Acts as the university's representative to regional, national and international agencies and organizations.
- Oversees and ensures that all human resource practices and processes are complied with and develops leadership strength in functional areas by coaching reporting leaders and staff in the development of critical competencies and by modeling valued leadership behaviours.
- Provides career planning advice to Managers and creates development plans to help Managers achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning.
- Directs the preparation, control and administration of budgets for reporting areas and approves major expenditures.
- Negotiates and manages service-level agreements within the university and with external agencies and organizations.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

September 18, 2014

Consequence of Error/Judgement:

Supervision Received:

Supervision Given:

Education/Work Experience:

Skills:

September 18, 2014

Competency Proficiency:

Core Competencies:
<p><u>Collaboration (Expert – E):</u></p> <p>Identifies and improves communication to bring conflict within the team into the open and facilitate resolution. Openly shares credit for team accomplishment. Monitors individual and team effectiveness and recommends improvement to facilitate collaboration. Considered a role model as a team player. Demonstrates high level of enthusiasm and commitment to team goals under difficult or adverse situations; encourages others to respond similarly. Strongly influences team strategy and processes.</p>
<p><u>Communicating for Results (Expert – E):</u></p> <p>Converses with, writes strategic documents for, and creates/delivers presentations to internal business leaders as well as external groups. Leads discussions with senior leaders and external partners in ways that support strategic planning and decision-making. Seeks a consensus with business leaders. Debates opinions, tests understanding, and clarifies judgments. Identifies underlying differences and resolves conflict openly and empathetically. Explains the context of multiple, complex interrelated situations. Asks searching, probing questions, plays devil's advocate, and solicits authoritative perspectives and advice prior to approving plans and recommendations.</p>
<p><u>Problem Solving (Expert – E):</u></p> <p>Anticipates problem areas and associated risk levels with objective rationale. Uses formal methodologies to forecast trends and define innovative strategic choices in response to the potential implications of multiple integrated options. Generates and solicits the approval of senior leadership prior to defining critical issues and solutions to unclear, multi-faceted problems of high risk which span across and beyond the enterprise.</p>
Role Based Competencies:
<p><u>Leading Self (Expert – E):</u></p> <p>Draws upon self-awareness and self-control to identify and manage the emotions of others during adverse times. Demonstrates the capacity for self-reflection; looks back at setbacks and/or failures and identifies and applies key learnings for self and others. Solicits feedback from a professional and personal network of experts and strategic advisors. Adapts easily in a continually changing environment and positively influences others to adapt.</p>

Leading Others (Expert – E):

Sponsors and reviews long-term learning needs, career paths, and succession plans for organizational leaders. Mentors and develops critical talent for the future. Ensures that all team members have equitable access to development opportunities. Creates a diverse and inclusive environment which brings together different ideas, experiences, skills and knowledge. Demonstrates and promotes effective conflict resolution practices.

Leading the Organization (Expert – E):

Understands the projected direction of technology in the marketplace and how changes will impact the University and its learning and research environments. Champions the use of strategic alliances that align with the organization's and the University's goals to extend organizational impact. Provides necessary support (e.g. systems, processes, resources) for implementation of the organization's strategic direction and adjusts as necessary to maintain high quality service. Promotes a climate of continuous transformation that will keep the organization and the University agile and "best in class".