

Classification	Administrator
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DIRECTOR, DIGITAL TRANSFORMATION OFFICE & CYBERSECURITY

JOB RESPONSIBILITIES

Reporting to the Associate Vice President (AVP) Digital Technology Services (DTS) and a part of the DTS's leadership team, the Director, Digital Transformation Office (DTO) & Cybersecurity delivers oversight, planning and guidance for the digital technology roadmap and provides executive leadership to the University's DTO and Cybersecurity teams. This role will have the opportunity to influence and drive lasting efforts in the University's digital transformation and cybersecurity capabilities, with significant student and employee impact through the management of a diverse project portfolio. In close alignment with university wide strategy, critical components of this position include: the ongoing leadership and management of the DTO project framework, including facilitating project selection and prioritization in collaboration with the Technology Steering Committee, working with the AVP Digital Technology Services to develop the annual project portfolio plan; ongoing digital technology strategy; and managing project delivery and completion. The role requires a strong focus on building and maintaining relationships across the university and externally with vendors and sector colleagues.

KEY RESPONSIBILITIES

- Develop and implement a comprehensive digital transformation framework and robust cybersecurity framework that is aligned with the department strategy.
- Lead cross-functional teams to identify and leverage emerging technologies that improve business processes, create workflow efficiencies, and foster innovation.
- Collaborate with academic, faculty and staff across the university community to integrate digital solutions into their work practices, ensuring seamless transitions.
- Contribute to the integrated technology plan and annual project portfolio plan, and oversee the development of specific strategies, tactical plans, and initiatives.
- Develop, evolve, and administer the project management lifecycle.
- Promote and facilitate project best practice by fostering team skills development and expertise.
- Facilitate the development of RFPs and proposal evaluation.
- Oversee the implementation of cybersecurity policies, procedures, and controls to mitigate risks and ensure compliance with industry regulations.
- Oversee the incident response plan to effectively address and mitigate cybersecurity incidents.
- Build strong working relationships and partnerships across the institution and externally with vendors and other partners.
- Foster collaboration across departments to ensure a cohesive and integrated approach to digital transformation and cybersecurity.
- Oversee a team, developing employee strengths by coaching staff in the development of critical competencies and by modeling valued leadership behaviours.



KEY COMPETENCIES

- Job knowledge: knowledge and experience with projects in complex environments; demonstrates proven leadership experience in multiple and complex project delivery.
- Service focus: understands the role of digital solutions and how change affects organizations; delivers and prioritizes projects that align with the University's key priorities of exceptional student and employee experience.
- Result oriented: feels personally committed and accountable to deliver results quickly, accurately, and effectively; uses thoughtful judgement when responding to situations that are not going well and uses foresight to overcome obstacles.
- Initiating action / taking initiative: embraces a continuous improvement mindset in an ongoing effort to improve services and processes; readily takes action consistent within departmental or University objectives; volunteers readily and takes independent actions when appropriate.
- Leadership and supervisory abilities: encourages and supports cross-functional, high-performing teams; attracts and selects the best talent; coaches and inspires people; sets expectations, recognizes achievement and proactively manages conflict.
- Problem solving and decision-making: ability to understand complex processes, environments and finds diverse solutions to stubborn problems; makes clear, consistent, and transparent decisions; acts with integrity in all decision making.
- Strategic planning and organizing: contributes to the development and implementation of department plans. Demonstrated capacity to develop and implement practical strategies, plans and solutions. Experience developing, managing and forecasting capital and operating budgets.
- Employee development: achieve desired organizational results by encouraging and supporting the contribution of others; modeling positive leadership behaviours, including integrity, honesty, a sense of urgency and leading by example.

EDUCATION/TRAINING AND EXPERIENCE

- 10+ years of relevant professional experience, with 5 years in a leadership role with direct responsibility for project delivery, preferably in the public sector.
- A bachelor's degree in a related field.
- Experience demonstrating strategic thinking and problem-solving skills.
- Demonstrated excellence in communication and interpersonal skills.
- Completion of a criminal record check.