

LET'S TALK SCIENCE POSITION POSTING

Position Title: Director, Data & Technology Systems

Position Status: 18-month renewable contract; includes a comprehensive group benefit package

Closing Date: Applications are encouraged by 11:59 pm ET on July 25, 2021; however; the position will remain open until filled

THE OPPORTUNITY

Let's Talk Science (LTS) is an award-winning, national charitable organization focused on education and outreach to support youth development. Through the creation and delivery of unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM), staff and volunteers support learning and skill development. Committed to inspiring and empowering Canadian youth to develop the skills they need to participate and thrive in an ever-changing world, LTS offers programs, resources and services that motivate all ages to fulfill their potential and prepare them for future careers and roles as citizens. LTS has excited, inspired and engaged more than 9 million children, youth, educators and volunteers in STEM since its inception.

We invite you to visit our website (www.letstalkscience.ca) to learn more about our organization.

POSITION

Reporting to the Vice President of Operations, the Director, Data & Technology Systems works collaboratively with all teams to develop and implement Let's Talk Science's Data & Technology Systems strategy, establish measurable goals, evolve processes, and make recommendations for systems change. The incumbent will be responsible for the organization's Data & Technology Systems plan that provides guidance and prioritization for all decisions relating to applications, data systems and infrastructure.

With a comprehensive understanding of cloud technologies, information management and applications, the incumbent will help to grow the digital quotient of the organization and improve systems for the future. A strong understanding of change management will be important to facilitate working closely with all Let's Talk Science Teams, including the Impact, Digital Platforms and IT Support staff, to integrate systems and applications.

The Director, Data & Technology Systems will have project management support from the Coordinator, Information Systems.

Responsibilities:

- Work towards ensuring all data systems and information gathering at Let's Talk Science is integrated
- Recommend hardware, software and data system upgrades to improve operations, stability and consistency
- Direct and prioritize data and technology systems projects and the implementation of new systems; delivering projects on time and budget
- Develop, implement and continuously improve Let's Talk Science's Data & Technology Systems strategy
- Develop an accountability and decision process to clarify responsibility with respect to the strategy
- Establish, measure and report SMART goals to measure success of the strategy
- Analyze data & technology systems for cost-benefit, efficiency and fit, making recommendations for changes, as appropriate
- Accountable for ensuring all application, data system and infrastructure changes work together in a secure and sustainable manner without business disruption, with support from the Digital Platforms Team and IT Support
- Trouble-shoot issues relating to data & technology systems, with support from the Digital Platforms Team and IT Support
- Design systems taking into account up-to-date computer security and data privacy
- Negotiate and supervise contracts with external vendors
- Monitor changes in the digital sector to support digital innovation at Let's Talk Science

- Collaborate with Director, Digital Platforms to provide services and resources required for the digital roadmap
- Collaborate with Manager, Impact to provide services and resources for the information systems roadmap

Requirements/Qualifications

- Post-secondary education in a related field and/or relevant work experience
- At least 10 (10) years of experience in information technology and information systems management
- Minimum 2-3+ years of experience in a leadership role leading a similar process or portfolio is desirable
- Experience affecting organizational change, including policy, procedural, practical and behavioural change
- Experience enacting change with support from other teams, senior leadership and external vendors
- Demonstrated experience influencing and championing digital organizational growth
- Knowledge of artificial intelligence and machine learning is an asset
- Strong project management skills and demonstrated experience in change management
- Understands complex systems relating to databases, customer data collection and reporting
- Proven experience developing and implementing data & technology systems strategy
- Bilingualism (English/French) is an asset

Skills and Abilities

- Excellent skills in computing and understanding of cloud technologies, modern databases and information system technologies
- Exceptional written and verbal communication skills, with an ability to produce clear documentation and business communications for all levels of the organization
- Outstanding interpersonal skills with experience in negotiation and conflict resolution
- In-depth knowledge of data administration and management processes
- An innovative thinker with a highly-analytical mind-set and superb problem-solving skills
- Ability to collaborate and drive results
- Capacity to work independently and demonstrate initiative in a team environment
- Excellent planning and organizational skills with ability to coordinate work on multiple projects
- Ability to operate on a strategic level including foreseeing potential impacts of the operating environment and managing risk
- Strong relationship builder with a natural ability to influence mutually beneficial outcomes
- Impeccable integrity and reliability with demonstrated ability to act tactfully and diplomatically
- Ability to understand diverse viewpoints and approaches to achieve organizational goals
- Ability to work outside regular hours on occasion

Working Relationships

- Reports to the Vice President, Operations
- Works closely and collaboratively with all teams
- Interacts with Let's Talk Science personnel and volunteers throughout the organization
- Project management support from the Coordinator, Information Systems

Interested candidates should submit their resume and cover letter quoting "Director, Data & Technology" by 11:59 p.m. on **Sunday, July 25, 2021** to:

Shawna Agathos

Human Resources Generalist, Let's Talk Science

1510 Woodcock Street, Unit 12 London, ON N6H 5S1

Or via email: hr@letstalkscience.ca (please submit all documents in one pdf file)

FAX: (519) 474-4085

Let's Talk Science invites applications from all qualified candidates. We are committed to employment equity and building a diverse workforce reflective of Canadian society and especially welcome applications from racialized persons / persons

of colour, women, Indigenous persons, persons with disabilities, LGBTQ2S+ persons and others who may contribute to the diversification of ideas. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations, please contact the Human Resources representative listed above. Please also note that applicants must be legally entitled to work in Canada. We thank everyone for their expression of interest and are truly appreciative of the time individuals put into applying. However, with the limitations on time only those selected for an interview will be contacted.