

# Manager of Information Technology and Health Information Systems

## **About Perth and Smiths Falls District Hospital**

Location, Location, Location! The two hospital sites are located in the charming and historic Perth and Smiths Falls region, within close proximity to urban centres such as Kingston, Brockville and Ottawa. On the banks of the Rideau Canal system – a UNESCO World Heritage Site, Perth and Smiths Falls District Hospital (“PSFDH”) plays an important role in the lives and well-being of the 60,000+ residents living within its catchment area. PSFDH is an organization with an exemplary accreditation status that delivers a broad range of primary and secondary services and programs to residents of three large rural counties. PSFDH’s mission is to provide high quality patient and family-centered care built on collaboration and partnerships.

With 700+ employees, a medical staff of 150+ physicians, 250+ volunteers and an operating budget of approximately \$65 million, PSFDH plays an important role in the provision of services itself, but also as part of regional initiatives aimed at creating efficiencies and better care for all patients and their families.

## **About The Opportunity**

Reporting to the Vice President of Finance and Corporate Services, CFO; the Manager of Information Technology is responsible for the provision of information technology infrastructure, hospital information system, cyber security, end-user computing environment, clinical informatics and service desk. The Manager ensures a safe, secure electronic environment of all personnel, patients and visitors. The manager will be required to work onsite at both locations of the Perth and Smiths Falls District Hospital.

Additionally, the Manager is responsible for the processes, personnel and technologies required to carry out the effective day to day operation of the Hospital’s information technologies in order to achieve the following:

- Integral member of the regional EMR implementation team, and modernization of information technology infrastructure locally with a planned go live date of December 2024.
- Responsible for the stability, security, and integrity of the IT infrastructure and service operations. The IT Manager will collaborate with all internal departments to ensure optimal IT operations with emphasis on building relationships with internal customers and vendors and adherence to organizational IT standards, compliance and governance.
- Leadership and mentorship of Health information System (HIS), and information Technology (IT) team, provides hands-on support, technical guidance to team, and managers external contractors
- Project Management for the delivery and deployment of all projects; planning and managing the adoption, and utilization and optimization of technologies to create value for the hospital.
- Proactively identifies opportunities to improve the overall IT quality of care and service and mitigates risk wherever it may arise with a focus on improving patient safety.
- Performs and supervises work in accordance with applicable provisions of the Occupational Health and Safety Act and Regulations, professional standards and guidelines, the Patient and Family Centered Care philosophy and Perth and Smiths Falls District Hospital corporate and departmental Policies and Procedures.

## **The Ideal Candidate**

As an ideal candidate, you have:

### **Mandatory:**

- University Degree in Information Technology or related degree and/or 5+ years technical experience in IT infrastructure administration and operations management, preferably in healthcare.
- Strong background as a technical solutions architect or engineer
- Creative problem-solving skills and conflict management
- Ability to prioritize, multitask, and perform job functions under occasional pressure.
- Ability to break down complex problems in a simplified way, conduct root cause analysis and provide clear, well-thought-out recommendations.
- Strong, team-oriented leadership skills with presence and a bias for action.
- Self-directed with ability to work autonomously and collaboratively and a focus on solutions
- Excellent communication skills (oral/written)
- Project management experience, ideally in health care.
- Familiarity with budgeting process, and payroll
- Certification/membership in applicable professional association in good standing

### **Working experience of the following:**

- Microsoft systems/environments (servers and workstations, AD, ADFS, Azure, GPO)
- Microsoft O365/Teams/OneDrive Administration and use of PowerShell to automate tasks.
- Virtualized environments
- IT Management & Backup tools
- Telephony & Videoconferencing: RingCentral, Zoom, MS Teams
- Networking, Routing and Switching, Wireless, VOIP, Network Monitoring tools
- Security: Firewalls/ Gateways

### **Advanced knowledge of the following:**

- ITIL incident management, problem, and change management
- Server management, inventory, backups, and patching
- Data center physical operations such as network cabling, power management, and security systems
- Networking practices and understanding network services and architecture.
- Identity and Access Management (IAM) and Cyber Security Best Practices

**Salary Range:** \$110,608 - \$ 125, 143

**Closing date:** Friday March 28, 2024 at 4:00 PM

To learn more about this exciting opportunity, or to submit your cover letter and resume, in confidence, please contact Human Resources, [hr@psfdh.on.ca](mailto:hr@psfdh.on.ca)

For more information on PSFDH and its programs and services, please visit [www.psfdh.on.ca](http://www.psfdh.on.ca)

*Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283-2330 ext. 1132 for assistance. We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.*