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## Manager, Systems Analysis and Web Development (Level 7)

### Background

Created in 2007, the Canadian Partnership Against Cancer (“the Partnership”) is an independent organization funded by the federal government to accelerate action on a national cancer control strategy. The Partnership collaborates with a variety of experts, organizations and stakeholders across the country to harness the best of what is working well to control cancer and to effectively implement this strategy coast to coast. We share with our partners the common goals of reducing the risk of cancer, lessening the likelihood of Canadians dying from cancer and enhancing quality of life for those affected by cancer.

Our work spans the cancer control continuum, from prevention and screening to research and supportive care. We endeavour to embed a person-centred perspective in all of our work, and have specific efforts in underserved areas such as rural, northern, and remote communities. We strive to be culturally responsive to the needs of First Nations, Inuit and Métis communities. Through collaboration, we are delivering results against our 2017 outcomes, effecting system-level change and reducing the burden of cancer on Canadians.

This position is part of the Finance and Corporate Services Division of the Partnership. This Division is responsible for Finance, IT technical requirements and all Corporate Shared Services needed to secure a sound financial platform and ensure that the Partnership has the technical, operational, infrastructure and day-to-day capabilities necessary to achieve the maximum cancer-reducing impact for its mandated budget.

### Overview of Role

Reporting to the Director, Information Technology, the Manager, Systems Analysis and Web Development is accountable to provide day-to-day system-level support for the Partnership’s Corporate IT Infrastructure and Information Systems, and to manage all Web Development activities. This position leads and performs a variety of work including design, development, and implementation of application changes or enhancements, as well as integration testing. This position is also responsible for coordinating change management, training and internal team communications. The Manager, Systems Analysis and Web Development, leads a small agile team by organizing project assignments to achieve effective collaboration and efficiency. This position requires exceptional IT business analysis, technical and leadership skills, and strong project management capabilities to interface with stakeholders including product owners, vendor service providers, project management leadership, software developers and QA team. This position affects positive change by implementing best practices and sustainable IT solutions across the organization.

### Mandate-Specific Accountabilities

- Lead the design, development, testing and implementation of application changes or enhancements
- Manage the process for defining, creating and implementing enhancements to the Partnership’s systems, including liaising with appropriate stakeholders
  - Serves as liaison between technology and business end users. Understands client objectives and pain points, identifies root causes and recommends solutions or improvements.

- Analyzes and translates complex requirements into application designs and functional requirements and produce, as needed, documentation for any changes.
- Defines test plans and supports QA team creation of test cases for end to end system functionality testing.
- Works closely with the Enterprise Architect in the design and development of projects and application enhancements
- Manage processes and procedures for optimizing the application development environment
- Monitor, troubleshoot and improve performance of supported applications and systems
- Manages creating and maintaining system requirements and documentation for all technology platform functionality, processes and procedures as well as for new and upgraded applications
- Provides leadership, management, and development of staff:
  - Manage and develop a high performance team
  - Acts as a mentor to staff and ensures they are kept abreast of issues that will impact their areas and resources
  - Designs and implements individual staff training and professional development programs
  - Supports team members to execute plans for multiple projects
  - Allocates analysis team resources and monitors deliverables to ensure client needs are met successfully and in a timely fashion
  - Responsible for the effective recruitment and performance management of direct reports
  - Promotes knowledge sharing and engagement with team and the larger organization.
- Works closely with the Manager, Business Analysis and Quality Assurance and Enterprise Architect to recommend process changes and other product lifecycle improvements
- Establishes effective relationships and manages the day-to-day interaction with internal stakeholders and external vendors
- Provide coverage for the Enterprise Architect role as required
- Assist the Enterprise Architect with troubleshooting of all technical issues
- Assists Director, IT as directed

#### General Accountabilities

- Drive innovation and culture change by delivering accelerated impact and reinforcing a collaborative culture
- Joint responsibility for staff engagement and collaboration
- Accountability for collaboration across divisions and portfolios
- Support Manager/Director Accountabilities, strategic priorities and core enabling functions
- Responsible for supporting division strategy and goals, allocating resources and delivering results on time and within budget

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### *Division of Time by Area of Accountability*

Delivering Core Mandate: 55-60%

Driving Collaboration: 30-35%

Supporting Manager/Director: 10-15%

### *Essential Skills and Attributes*

- A leader and team player accustomed to gracefully working and delivering results within a fast-paced environment
- Technical expertise in database systems, programming languages, operating systems, and application development (full stack)
- Familiar with implementation of application development best practices
- Must have Intermediate to Advanced skills in :
  - WordPress
  - PHP / JS
  - MySQL / SQL Server
  - .NET development
- Proven analytical, interpretive and problem-solving skills
- Proven leadership, project management and organization skills
- Quality and detail oriented
- Ability to proactively lead and respond to change
- A commitment to collaboration and a joint-accountability approach
- Strong internal and external relationship management skills
- Ability to interact and work effectively with staff
- Excellent written and verbal communications skills, including experience in writing, editing and proofing content for the web
- Self-motivation and initiative
- Adaptability, flexibility, diplomacy and tact
- Ability to prioritize and multi-task within a fast-paced environment

### *Experience and Education*

- Minimum undergraduate degree in Computer Sciences or related field
- 10 years practical and related experience required
- Demonstrated leadership and management skills
- Experience with project management methodology and analysis
- Strong analytical skills and interpretive abilities to analyze data to identify problems and make recommendations for improvements or change
- Demonstrable experience analyzing and documenting complex system processes, and writing technical specifications for information systems.
- Experience in healthcare an asset