Out of Scope
Job Description

Job Title: Associate Vice-President (Information Services)   **Out of Scope**
Section: Information Services   **Job Group:**
Incumbent: **Rating Level:**
   Salary:

Primary Functions

Reporting to the Vice-President (Administration), the Associate Vice President (Information Services) is the principal technology leader for the university with overall responsibility for the vision and leadership of the information technology strategy.

The AVP (Information Services) is a member of the university's leadership team and is responsible for ensuring the university's overall strategic direction is operationalized to support the University and its community with appropriate IT capabilities, and policies. The AVP (Information Services) will facilitate innovation and integrated technology and process solutions in support of services, academic delivery and research in a multi-stakeholder complex environment which fosters collaboration and shared responsibility.

Nature of the Work

Specifically, the AVP (Information Services) provides leadership in strategic planning, expertise in technology, and organizational change management to lead a central Information Services group providing direction, project discipline, standards and alignment with unit-level IT functions. This position manages key client and partner relationships within the University's faculties and major administrative departments. With these partners and with the engagement of faculty, staff and students across the University, the AVP (Information Services) leads the definition of overall technology architecture standards, policy development and services in the context of a comprehensive strategic plan for IT. The AVP (Information Services) draws on expertise and industry best practices to refine governance structures, service- level agreements and performance metrics in a way that optimizes the University's strategic plan and shared governance.

Specific Accountabilities

- Aligns Information Services' mission, structure, service lines and staff with the University's mission, culture, expectations and strategic plans.
- Represents Information Services to deans, faculty, senior administration, and the broader University community.

- Communicates priorities and policy decisions through presentations at various committee meetings and university interest groups.
- Participates as an active member of University committees to review projects and project justification, establish and reviews priorities, and define resource requirements and cost.
- Leads Information Services as a service-oriented, professional, cost-effective and efficient function capable of addressing the diverse needs of a nationally recognized university and its constituents.
- Communicates proactively with all academic and administrative departments to seek out and identify new opportunities to develop value-added technology products and services.
- Interacts with University leadership to support the attainment of key outcomes in a manner which promotes teamwork, credibility and trust.
- Monitors and provides guidance and recommendations of implementations of technology and information systems.
- Supports and leads quality improvement activities in a manner that promotes management and staff involvement with decision-making as well as process and/or system changes.
- Fosters a working environment which encourages innovation, collaboration, transparency, accountability, innovation and risk taking.
- Provides leadership by sustaining a culture of teamwork, respect, collective pride, and individual professional and personal development.
- Stays current on technology advancements, emerging standards and regulations, and industry trends relevant to Information Services' ongoing success.
- Work with academic and administrative leaders across the University to develop and enhance information technology strategies to integrate with and further translate the University of Regina administrative and academic plans into operational systems and structures.
- Maintains an awareness of major information technology initiatives across higher education, incorporating them at the University whenever they may advance Information Services' mission and the mission of the University.

Requirements

- A Bachelor's degree in Computer Science, Information Technology or a relevant field is required; an advanced degree is preferred.
- Seven to ten years progressive experience in senior leadership and management positions in a collaborative, decentralized and service-focused environment. Experience in a major research university is preferred but not required.
- Knowledge of federal and provincial law and regulations with respect to privacy, freedom of information, data retention, copyright and intellectual property right.
- Demonstrated commitment to collaborative development of systems and services that align with the University's mission, culture and strategic goals.
- Excellent oral, written, interpersonal, organizational and problem-solving skills, plus the ability to work closely and effectively with faculty, students and senior administrators.

- Strong presentation skills, including experience presenting to committees of senior executives and governing boards. Substantial experience and demonstrated success leading major network, systems and data-center organizations and/or projects.
- Ability to conceive of and respond to the specialized IT needs of specific functions within the larger organization, including most critically the research and academic experience.
- The ability to balance fiscal responsibility and maximizing resources in a highly visible, not-for-profit environment with a focus on goals and strategic growth and expansion.
- Strong change management and leadership skills plus the ability to implement new systems and redesign work processes.
- Experience in systems integration and/or enterprise resource planning (ERP) systems.