



Shape a place  
where people  
want to be

**Position Title:** Division Manager, ERP Systems, Digital Strategy and Project Management

**Position Status:** Full-Time Regular

**Department:** Human Resources and Corporate Services

**Employee Group:** Exempt

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** Management / Leadership, Level M4B (\$150,105.67 - \$176,586.01 annually)

**Our Human Resources and Corporate Services Department is seeking a Division Manager, ERP Systems, Digital Strategy and Project Management who will lead our team in enhancing and evolving our IT systems, thereby maximizing benefits for Metro Vancouver.**

**You are: A seasoned IT professional with expertise in large ERP systems and leading software implementation projects. You excel at collaborating with business units to achieve desired results.**

**The Division Manager, ERP Systems, Digital Strategy and Project Management reports to the Director, Information Technology & Fleet Management (CIO).**

**This role:**

- Leads the IT Digital Strategy and IT Project Management division within the Corporate Services department and is responsible for the planning, development, delivery, operation and support of IT Digital Strategy and IT Project Management solutions.
- Provides leadership and direction for large scale and corporate systems implementation and upgrades, evaluating solutions, and identifying strategies that provide the most value for the organization. Provides recommendations for new database technologies including Saas/Cloud based data management. Provides recommendations for integration architectures and technologies.
- Ensures the effective ongoing evolution of the corporate asset management system, financial systems, and human capital management system. Ensures the effective operation of databases, analytics platforms, and integration services.

- Accountable for the Division's budget preparation and reporting and ensures the appropriate allocation of costs. Monitors and controls spending to ensure the effective and efficient expenditure of allocated funds; guides and directs staff on cost control; and contributes to the preparation of long range financial plans.
- Provides technical project management, direction, and support for the maintenance of large information technology projects such as PeopleSoft, Unit 4, and Enterprise Asset Management; playing an active role in the planning and analysis of the IT Work Plan. Identifies areas for improvements and takes action to restore and/or improve services levels as appropriate.
- Provides direction and sets standards to establish and maintain Enterprise Architecture, Corporate Data Model, and Application Road Map. Leads the implementation and maintenance of an IT Project Management Office that sets standards, documents, and uses best practices for IT project management.
- Provides staff with the structure and direction for establishing and maintaining effective client relationships. Works collaboratively with stakeholders to plan business system initiatives and ensures users are supported, trained and kept up to date.
- Provides leadership for maintaining effective and efficient application support methodologies and works strategically to ensure applications are secure, reliable, and optimized for resilience and cyber security. Provides leadership for managing complex and varied IT project management work. Works collaboratively with the Director to implement and update the annual IT Strategic Plan.
- Stays current with new technology, software trends and best practices. Evaluates the effects of changing technology on existing and future solutions and engages client departments as appropriate. Liaises with other IT divisions to integrate multimillion dollar software systems, projects and upgrades, manage concerns regarding change management, and perform internal audits.
- Develops strategies for achieving maximum returns on technological investments; provides leadership for identifying, managing and supporting diverse corporate projects and upgrades; and makes decisions and recommendations for IT policies, processes and standards.
- Responsible for hiring, supervising, directing and motivating staff and monitors performance towards corporate objectives; ensures staff adhere to corporate and board policies. Leads, coaches, mentors and develops staff recognizing the importance of training. Resolves technical, operational or relational issues staff encounter while doing their work.
- Leads the development and implementation of new and emerging IT strategies and project management initiatives such as upgrading and implementing large scale and corporate systems. Ensures the division's activities are consistent with the organization's values and goals and provides leadership to address complex challenges.
- Liaises with other divisions, departments, consultants and external service providers on various issues. Provides advice and guidance to others within Metro Vancouver and represents the division and department as required.
- Performs other related duties as required.

**To be successful, you have:**

- 10 years of recent, related progressive experience supplemented by a university degree in a relevant field such as information technology; or an equivalent combination of training and experience.

- Relevant professional designation(s) and/or certification(s) such as Project Manager Certification (PMP) is an asset.
- Extensive knowledge of information technology digital strategies, IT project management best practices and business concepts relevant to managing complex information technology projects and systems. Extensive knowledge related to large scale and corporate systems implementations and upgrades.
- Demonstrated ability to provide leadership and advice to address complex problems such as data performance and security issues and provide direction for the implementation of appropriate solutions and policies.
- Excellent budgeting and financial management skills. Demonstrated ability to manage and monitor budgets, meet financial objectives and ensure the effective and efficient expenditure of allocated funds.
- Ability to make corporate decisions of some consequence related to complex corporate IT digital strategy and IT project management. Ability to develop solutions to address unique challenges and diverse business objectives. Provides advice on corporate IT digital strategy and IT project management standards, priorities and best practices. Extensive knowledge and demonstrated ability to manage diverse and complex IT digital strategy and IT project management needs.
- Excellent written and oral communication skills including sound report writing and presentation skills. Persuasively communicates complex information to diverse audiences and upholds the reputation of the organization in communications with external agencies, the media, elected officials, and the public.
- Ability to build and maintain effective working relationships; skill in dealing openly and tactfully in a variety of situations; responds effectively to emotional triggers in self and others. Contributes to the team with constructive ideas and experiences; effectively deals with disagreements to prevent escalation of conflict; seeks to include team members in decisions that will impact them.
- Proven ability to use judgment to resolve complex challenges; flexible and able to develop and revise strategies to address problems and changing circumstances. Demonstrates persistence in overcoming obstacles and considers the diverse and long term implications of decisions beyond the work at hand. Strong organizational and time management skills.
- Ability to lead, supervise, coach and guide others while enhancing individual and team effectiveness. Ability to mentor and foster the development of direct reports and provide leadership to a number of 'support but does not report' working relationships. Sound understanding of and ability to apply labour and employee relations principles and practices including applicable collective agreements.
- Valid BC Class 5 Driver's License.

### **Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

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At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact [careers@metrovancover.org](mailto:careers@metrovancover.org) for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by January 10, 2025.*