



POLICE MODERNIZATION PORTFOLIO MANAGER (Competition No.: ITD-2025-01)



Posting Date:	March 31, 2025	Closing Date:	April 11, 2025
Department:	Information Technology	Hours per Week:	35 hours per week
Benefits Entitlement:	Yes	Existing Position:	Yes
Pension Entitlement:	Yes – Employer Matched Contributions		
Salary Level 108:	\$101,156 - \$126,435 (2025)	Union:	Non-Union

Position Summary

Under the collaborative direction of the Chief Information Officer and the project priority direction of the Police Services Board through the Chief of Police, the Police Modernization Portfolio Manager is responsible for providing input into and advancing the IT project strategy, project resources requirements, project budget, activities, and providing partnership for the Timmins Police Service. The role is accountable for fostering the principles of I/T governance, maintaining infrastructure and architecture, security planning, procurement, delivery, and maintenance as it relates to information technology. This is an exciting and transformative role that will see expansion and growth during its lifecycle.

Duties:

- Collaborate with the Chief of Police, Deputy Chief of Police and Administration team in carrying out the strategic direction of the Timmins Police Services Board while maintaining Corporate I/T governance standards as provided through the direction of the Chief Information Officer.
- Work closely with the Ontario Police Technology Information Co-operative (OPTIC) to ensure systems and data bases are functioning as required.
- Establish and operationalize security and privacy policies, standards and procedures particularly related to sensitive information.
- Oversee the implementation and maintenance of strategic information technology projects, including infrastructure related enhancements.
- Review and analyze the effectiveness and efficiency of existing systems and develop lifecycle strategies for improving or further leveraging these systems.
- Meet with decision-makers, systems owners, and end users to define and align business, financial, and operations requirements and systems goals, and identify and resolve systems issues.
- Responsible for the web-based applications and e-government solutions including internet presences related to Timmins Police Service operations.
- Perform cost-benefit and return on investment analyses for proposed systems to aid management in making implementation decisions.
- Define project scope, goals, and deliverables that support business goals in collaboration with senior management and stakeholders.
- Plan and schedule project timelines and milestones using appropriate tools.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Identify and manage project dependencies and critical path.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Co-ordinate and work with Timmins Police Service section Managers to define and develop key performance indicators (KPIs).
- Ensure timely and client focused resolution of issues as they relate to software and business applications within the Timmins Police Service.
- Regularly report on progress of continual service improvement initiatives to management.
- Liaise and work with hardware & software vendors regarding upgrades, scheduled updates, bug-fixes, system integrations and licensing in co-ordination with Corporate I/T.
- Provide tiered support to Timmins Police Service staff as required.
- Procure consumables, hardware and software as prime I/T-related purchasing resource in co-ordination with Corporate I/T.
- Assist in the development of annual Business Plans and Budgets in co-ordination with Corporate I/T.
- Assist in the development and maintenance of a Disaster Recovery Plan and Business Continuity Plans in co-ordination with Corporate I/T.
- Required to participate in and support the Corporate Continuous Improvement Program in order to help foster a culture of operational excellence.
- Provide primary on-call support.
- Other duties as assigned.

Qualifications:

- Three-year Community College Diploma in Computer Studies or equivalent computer-related training.
- Three years of senior/intermediate level experience in a complex, enterprise technical environment.
- Previous experience in working with public safety preferred.
- Demonstrated knowledge of database products and applications.
- Strong interpersonal skills with the ability to communicate effectively with various stakeholders.
- Self-motivated, results-focused and able to follow through on initiative effectively and efficiently.
- Ontario Class "G" Driver's License.
- Employment contingent upon passing an enhanced criminal convictions check, background investigation, psychological testing and fingerprinting. Subject to re-check as per the OPTIC Security policy.

How to Apply

Submit a cover letter and a resume including details of your qualifications to the Human Resources Department by **4:00 pm** on the closing date of **April 11, 2025**.

Via E-mail: human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.

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[\(705\) 264-1331](tel:(705)264-1331)

