



## **IDENTIFICATION**

| Department      | Position Title            |                                        |
|-----------------|---------------------------|----------------------------------------|
| Finance         | Manager of IMT Investment |                                        |
| Position Number | Community                 | Division/Region                        |
| 15-12198        | Yellowknife               | Governance, Planning and Security / HQ |

## **PURPOSE OF THE POSITION**

The Manager of Information Management and Technology (IMT) Investment is responsible for resource planning and facilitates the governance and planning of IMT financial investment across the GNWT, ensuring alignment of resources with GNWT priorities and responsible financial stewardship.

## **SCOPE**

The Manager of IMT Investment reports to the Director of Governance, Planning and Security. The position plays a key role in supporting decision-making regarding IMT investments, providing analysis, options and advice on a broad range of investment decisions, including projects, funding, assets, budgets, expenditures and sourcing arrangements. The position works closely with the Director IMT Governance, Planning and Security, the broader IMT management team, departmental senior managers and the IMT Business Partners to ensure resources are aligned to the GNWT's strategic priorities for IMT. The position is located in Yellowknife, Northwest Territories, and has one report (IMT Budget and Financial Analyst).

The total annual budget for IMT within the GNWT is ~\$55M with an annual capital budget of ~6.5M engaging ~200+ FTE positions (in-house). IMT infrastructure and systems support the entire government, including many mission-critical applications and services at both the corporate and department/agency levels.

## **RESPONSIBILITIES**

- 1. Lead the project intake and capital planning processes for the IMT sector**
  - Designs, implements and leads the project intake and evaluation process

- Develops, in consultation with GNWT senior management, the evaluation criteria for IMT investments and the methodology for prioritizing demand
- Evaluates and advises on investment proposals (i.e. Business Cases) and portfolio options
- Collaborates with project team managers to determine human resource availability and utilization
- Leads the definition of a portfolio of programs and projects that optimizes resources, risk and benefits
- Monitors and tracks project progress and recommends adjustment to funding and cash flows as necessary to optimize available funds;

**2. Advise on financial planning and budgeting for IMT sector**

- Develops financial plans and forecasts for the IMT sector
- Assists with the definition and operation of effective financial control and decision making, especially in the areas of service, projects and component cost models and the allocation and apportionment of all incurred IMT costs
- Analyses actual expenditure, explains variances, and advises on options in use of available budget
- Collaborates with other IMT managers on initiatives related to finances, such as strategic sourcing, training and organizational change
- Reviews submissions to the Financial Management Board related to IMT and prepares analysis and advice for the Management Board Secretariat
- Collects and analyzes metrics and KPIs related to finances as part of the corporate performance management and risk management processes

**3. Oversee the GNWT's portfolio of IMT investments (projects and applications)**

- Engages and influences senior managers to ensure the portfolio will deliver the agreed business objectives
- Monitors and reports on projects in the portfolio
- Notifies governance bodies of issues and recommends and monitors corrective action
- Collects, analyzes and reports on metrics related to portfolio performance and risk
- Prepares or enables reports on portfolio status for various audiences (IMT management, corporate senior management, departmental management)
- Plans for, monitors and reports on the realization of benefits arising from IMT investments in collaboration with IMT Service Delivery Teams
- Develops and maintains tools, templates and data used in support of the portfolio management

**4. Researches suppliers and markets, and maintains a broad understanding of the commercial environment, to inform and develop commercial strategies and sourcing plans.**

- Advises on the business case for alternative sourcing models, and on policy and procedures covering the selection of suppliers, tendering, and procurement.

- Collaborates with Procurement Shared Services to ensure GNWT IMT procurement guidelines are modern and reflective of IMT solution needs and the marketplace while remaining compliant with GNWT procurement policies.
- Ensures the GNWT's IMT Procurement practices are documented, and communicated and understood by IMT Service Delivery Teams;
- Provides advice and guidance as required to IMT Solution Services team related to sourcing and procurement.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The scope of work can involve politically sensitive issues and tight deadlines. Decisions often have long-range and/or costly effects. The incumbent may be required to travel periodically.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Proven ability with the techniques typically employed to define and deliver a portfolio of programs, projects and services, such as those described by the Standard for Portfolio Management (PMI);
- Able to write proposals, such as Business Cases, and knowledge of standard methods of evaluation, such as Return-on-Investment, Total Cost of Ownership, and qualitative vs. quantitative benefits;
- Proven ability to implement standard project management concepts, such as those described in the Project Management Body of Knowledge (PMBOK);
- Knowledge of project management and ability to use project portfolio management software and tools;
- Knowledge of standard budgeting and accounting concepts and techniques, as well as financial controls particular to the IMT sector, such as chargeback;
- Knowledge of IT service management concepts (especially financial management), such as those described in ITIL;
- Knowledge of the software development lifecycle, as well as the various methodologies: e.g. waterfall versus iterative;

- Knowledge of risk management concepts and techniques, such as those described in ISO 31000;
- Broad knowledge of the IMT organizational concepts, like typical roles, processes and skills;
- Excellent writing and presentation skills, especially for an executive audience;
- Ability to compile large bodies of data into clear reports to facilitate the decision-making process;
- Expert analytical and strategic thinking skills;
- Strong verbal and written communications skills.

**Typically, the above qualifications would be attained by:**

Completion of an undergraduate degree in computer science, management information systems or business, with a minimum of 6 years of progressive experience working in the IMT sector including 2 years of experience with project portfolio management responsibilities in the IMT sector in an enterprise setting,

**ADDITIONAL REQUIREMENTS**

**Position Security (check one)**

- ☒ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one if applicable)**

- ☐ French required (must identify required level below)
  - Level required for this Designated Position is:
  - ORAL EXPRESSION AND COMPREHENSION
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - READING COMPREHENSION:
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - WRITING SKILLS:
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

**Indigenous language: Select language**

- ☐ Required
- ☐ Preferred