



IDENTIFICATION

Department	Position Title	
Finance	Business Partner, Information Management & Technology	
Position Number	Community	Division/Region
15-15392	Yellowknife	Governance, Strategy and Security/ HQ

PURPOSE OF THE POSITION

Serving as the strategic advisor to departmental Executive Management Teams, the Business Partner, Information Management & Technology (BP-IMT) has an overall responsibility to manage the business relationship between the GNWT Information Management and Technology service providers (including the Technology Service Centre, the Information Systems Shared Service and others) and the Departments (their clients) to increase the value realized from IMT assets, investments and capabilities.

SCOPE

Reporting to the Director of Governance, Strategy and Security, the BP-IM&T is the primary liaison to assigned departments or agencies for the purpose of business technology strategy development, solution discovery, service management, risk management and relationship management. The BP-IMT serves as the business relationship link between departments and IM&T at the executive level. The BP-IMT provides highly-valued strategic level support, advice and guidance through key technology enabled business initiatives. They communicate decisions, priorities and relevant project information to appropriate levels of staff regarding business unit requests, projects and initiatives. They proactively share knowledge of technology risks and opportunities to build improve efficiency and effectiveness of departmental programs and services. They partner with departmental leadership and other key stakeholders to exploit opportunities and identify and prioritize projects based on predefined criteria (e.g. return on investment, productivity, compliance).

The BP-IM&T proactively as a “trusted advisor”, and is the primary point of contact from the IM&T sector for departmental executives, managers and key contacts for planning and consulting services. They provide support in delivering technology products and services to ensure client satisfaction. The BP-IMT, with a focus on strategic initiatives and plans that are proactive, anticipatory and driving in nature, provides significant value to business units. The BM-IM&Ts serve a lead role in enabling the business to achieve their objectives through the effective use of technology. The ITBP works with senior level management, business units and corporate staff to develop a technology strategy that is

integrated with IT and across all business units. BP-IM&T's must have a strong understanding of each business unit which includes their business drivers for success, process and practices and business models.

The position works independently under broad direction. Work is often self-initiated and the individual is fully responsible for meeting allocated objectives. Establishes milestones and has a significant role in the assignment of tasks and/or responsibilities.

The position influences the organisation, clients, suppliers, partners and peers on the contribution of own specialism. Builds appropriate and effective business relationships. Makes decisions which impact the success of assigned work, i.e. results, deadlines and budget. Has significant influence over the allocation and management of resources appropriate to given assignments. Ensures users' needs are met consistently through each work stage.

Performs an extensive range and variety of complex technical and/or professional work activities. Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts. Understands the relationship between own specialism and wider customer/organisational requirements.

RESPONSIBILITIES

1. Manage the business relationship between the organizational IM&T function and its clients by acting as a central liaison point for all IM&T engagements across organisational divisions; to understand the business, to align IM&T with the business and to promote IM&T capability within the business

- Leads the development of comprehensive relationship management strategies and plans;
- Builds long term strategic relationship with senior stakeholders;
- Acts as a single point of contact for senior managers, facilitating relationships between them;
- Facilitates the engagement of departmental management teams and delivery of services and change projects;
- Oversees monitoring of relationships including lessons learned and appropriate feedback;
- Leads actions to improve relations and open communications with and between Departments and IMT service providers;
- Creates and analyses reports and presentations for senior and executive management;
- Engages with the business to assess quality and performance of IMT sector;
- Participates in departmental Senior Management Committee meetings, providing IMT perspective and bringing business perspective back to IM sector to influence planning and operational decisions.

2. Ensure that business planning incorporates IMT considerations, and IMT plans support business outcomes

- Executes strategic management approach and timetables;
- Collect information and creates reports and insights to support strategy development and management;
- Assist in the development and communicates plans to drive forward the strategy;
- Contributes to the development of policies, standards and guidelines for strategy development and planning;

- Identify, screen and evaluate new solution opportunities to address unmet (internal and external) client needs.
- 3. Collaborate with architecture and operations teams to ensure solution compatibility with company standards and resolve service management issues**
- Contributes to the development of solution architectures in specific business or functional areas;
 - Helps identify and evaluate alternative architecture and trade-offs in cost, performance and scalability;
 - Supports a change projects by contributing to stakeholder communications and change management practices.
- 4. Collaborate with the IMT Investment Management on the intake process and prioritization of candidate projects across the government**
- Chairs departmental senior management IMT Investment Committee meetings (quarterly or as required);
 - Oversees the development of business cases for new solutions and enhancements; develops solution concepts;
 - Provides advice to help stakeholders adopt and adhere to the agreed demand management approach;
 - Develops insights and proposals to improve the business value;
 - Reviews business IMT proposals;
 - Provides advice on demand issues, ensuring request are routed properly and responded to;
 - Maintains a client register of business requests, including status of each request, reporting as required.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual demands

Mental Demands

This position undertakes work on which there expectations from clients for quality and timely completion of initiatives. The IMT Business Partners will under pressure to help balance demand for service from clients and the capacity / ability for IMT Service Delivery Agents to respond including the need to influence employees not under their direct control (including staff from other Departments). The need to maintain positive, constructive relationships during difficult situations will be essential and can lead to stress. Travel to regional and vendor offices may be required from time to time.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert knowledge of Business Relationship Management practices such as those maintained by the BRM Institute;
- Knowledge of and experience with the Product Development Management Association and / or the Project Management Institute;
- Awareness of project management practices such as those described in the Project Management Body of Knowledge (PMBOK);
- Awareness of of Business Analysis practices such as those defined by the International Institute of Business Analysis (IIBA) Business Analysis Body of Knowledge (BABOK Guide);
- Awareness of the software development lifecycle, as well as the various methodologies including predictive (plan-driven) approaches or adaptive (iterative/agile);
- Knowledge of standard budgeting and accounting concepts and techniques;
- Experience in writing 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;
- Working knowledge of IT service management concepts such as those described in the IT Infrastructure Library (ITIL) Control Objects for IT (CoBIT), Dev/Ops and lean IT;
- Ability to assesses and evaluates risk;
- Ability to maintain an awareness of developments in the industry;
- Excellent verbal, written and presentation skills, especially for an executive audience;
- Proven facilitation skills effective at all levels of the organization and between stakeholders with different views, opinions and objectives;
- Demonstrates strong system thinking and an awareness of the organization that allows connections and exposes opportunities between stakeholders;
- LEAN thinking, nimble to drive change that enables efficiencies and drives growth and operational excellence;
- Ability to plan strategically;
- Sound Strategic thinking and planning with strong organizational skills;
- Team and collaboration orientation;
- Problem solving;
- Performance driven;
- Learning orientation, maintains an awareness of developments in the industry. Takes initiative to keep skills up to date. Mentors colleagues;
- Demonstrates leadership. Communicates effectively, both formally and informally;
- Analyses, designs, plans, executes and evaluates work to time, cost and quality targets. Analyses requirements and advises on scope and options for continuous operational improvement. Takes all requirements into account when making proposals. Demonstrates creativity, innovation and ethical thinking in applying solutions for the benefit of the customer/stakeholder;
- Advises on the available standards, methods, tools and applications relevant to own specialism and can make appropriate choices from alternatives.

Typically, the above qualifications would be attained by:

An undergraduate degree (4 Yrs) in business, management, information systems or computer science with approximately 10 years work experience including 3 years leadership experience developing and executing strategic plans and / or project portfolios.

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