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OPPORTUNITY PROFILE SENIOR MANAGER OF INFORMATION TECHNOLOGY



the right people

COMOX VALLEY REGIONAL DISTRICT

SENIOR MANAGER OF INFORMATION TECHNOLOGY

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THE ORGANIZATION

COMOX VALLEY REGIONAL DISTRICT

The Comox Valley Regional District “CVRD” is a federation of three electoral areas and three municipalities, providing sustainable services for its residents as well as visitors to the area. The CVRD’s borders extend from Cook Creek in the south to the Oyster River in the north, and from Strathcona Park in the west to Denman and Hornby Islands in the east, covering an area of roughly 2,425 km².

The Comox Valley is an attractive geographic location, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains. There are spectacular outdoor activities available throughout the region, offering unlimited possibilities to current and prospective residents. The name of the Comox Valley originates from the word “Komoux”, meaning “land of plenty”, as the valley was referred to by the indigenous K’ómoks First Nations inhabitants. As a regional district, a form of local government authority unique to BC, the CVRD provides government services for municipal, unincorporated and/or rural areas of the province, as well as a political forum for inter-municipal cooperation, representation of electoral area residents and communities, and a vehicle for advancing the interests of the region as a whole.

The CVRD provides over 100 services to its residents, ranging from water and wastewater treatment, recycling depots, landfill and waste management, recreation centres, fire and emergency response services, building inspection, land use planning, and much more. With a growing population of roughly 72,445, and a culture and history intertwined with traditional BC industries such as farming, agriculture, and forestry, the CVRD has grown into a thriving, enriched environment with residents who take pride in their communities.

To learn more, please visit the CVRD’s [website](#).

The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K’ómoks First Nation, the traditional keepers of this land.

THE OPPORTUNITY

SENIOR MANAGER OF INFORMATION TECHNOLOGY

Reporting to the General Manager of Corporate Services, the Senior Manager of Information Technology provides strategic enterprise leadership, direction, and oversight for the Regional District's information technology, cybersecurity, digital services, telecommunications, business applications, data governance, GIS, and related operational technology. The position develops and implements the Regional District's technology vision and strategy, ensuring technology investments align with organizational priorities, operational requirements, regulatory obligations, service continuity needs, and community service objectives. The position leads enterprise architecture, technology modernization, and the delivery of reliable, secure, resilient, and cost-effective information systems and GIS services. The role also builds and maintains effective working relationships with internal departments, member municipalities, external service providers, partner agencies, and other governments. The Senior Manager also supports the North Island 9-1-1 Corporation through oversight of information and GIS mapping systems associated with contracted fire dispatch services.





Key Accountabilities

Strategic Leadership

- Develops and leads the Company's enterprise information systems, digital services, and GIS strategy; recommends long-range technology plans aligned with corporate priorities, service delivery objectives, risk management, and organizational resilience;
- Leads organizational technology planning, modernization, and digital transformation initiatives to enhance service delivery, operational efficiency, information access, and customer experience;
- Provides leadership and governance for enterprise application, infrastructure, integration, and data architecture to ensure alignment with business requirements;
- Monitors emerging trends, risks, standards, and opportunities in information systems, GIS, cybersecurity, digital services, and operational technology; evaluates modernization options and develops business cases and recommendations;
- Advises the General Manager, Chief Administrative Officer, executive leadership team, and departmental managers on technology strategy, cybersecurity risks, digital opportunities, information governance, and investment priorities;
- Promotes a culture of innovation, collaboration, service excellence, and continuous improvement across technology and GIS functions.

People Leadership

- Leads a multidisciplinary team through subordinate managers and technical staff; sets performance expectations; supports coaching, succession planning, recruitment, and performance management in accordance with Company policy and collective agreements where applicable;



- Leads organizational change management, digital adoption, and cybersecurity awareness initiatives to support effective and secure use of technology;
- Implements training programs to improve staff computer literacy, promote effective use of systems, and foster user ownership of information technology;
- Establishes and maintains effective working relationships with vendors, consultants, partner agencies, and service providers; oversees negotiations, contracts, licensing, and vendor accountability.

Operational Management

- Oversees the delivery of information systems, infrastructure, cybersecurity, business applications, GIS, and related services to meet performance expectations for reliability, availability, security, data integrity, customer service, and cost-effectiveness;
- Provides oversight for network, telecommunications, cloud, endpoint, and related infrastructure services to ensure secure and resilient connectivity;
- Develops and administers operating and capital budgets; ensures financial stewardship through lifecycle planning, investment prioritization, and value-for-money decision-making;
- Determines resource requirements; oversees staffing, consulting, contractor engagement, procurement planning, contract negotiation, and vendor performance in accordance with policies and public-sector practices;
- Leads and oversees major technology, systems, infrastructure, cybersecurity, and GIS projects from business case through implementation and post-implementation review;
- Establishes and maintains enterprise technology resilience capabilities, including disaster recovery, back-up and recovery testing, cyber incident response, and business continuity planning;
- Manages and oversees programming and maintenance of corporate websites;



- Prepares reports and statistical summaries for senior leadership and the Board;
- May be required to support and work in an active [Emergency Operations Centre \(EOC\)](#);
- Performs other related duties consistent with the scope of the position.

Technical

- Provides governance and oversight for enterprise application, infrastructure, integration, and data architecture to ensure solutions are secure, scalable, and interoperable;
- Develops, implements, and maintains policies, procedures, standards, and governance frameworks for technology, cybersecurity, GIS, digital services, and information management;
- Oversees enterprise GIS, digital mapping platforms, spatial data management, and related software and service contracts;
- Ensures the acquisition, stewardship, integration, quality, and sharing of spatial and corporate data;
- Ensures delivery of advanced spatial analysis, mapping, and visualization services supporting planning, utilities, emergency management, and other functions;
- Provides governance and oversight for operational technology and industrial control systems, including SCADA, with a focus on reliability, cybersecurity, lifecycle planning, and integration;
- Oversees information and GIS-related support to public safety and emergency communications, including 9-1-1 services and dispatch mapping systems.



THE PERSON

Education, Experience and Certification (or equivalent combination where acceptable)

- Bachelor's degree with specialty in computer science, GIS or other relevant discipline;
- Minimum 10 years of progressively responsible leadership experience in information systems, digital services, GIS, or related functions, including responsibility for strategy, project delivery, people leadership, budgets, and enterprise service delivery;
- Experience in local government, other public-sector organizations, utilities, emergency services, or similarly complex multi-service environments is preferred;
- Relevant professional credentials such as ITIL, PMP/PRINCE2, CISSP/CISM, CGEIT, GISP, or other related certifications are considered assets;
- Additional training or certification in local government administration, emergency management, cybersecurity, project management, service management, or related disciplines is considered an asset;
- Experience in Project Management considered an asset.

Knowledge, Abilities and Skills

- In-depth knowledge of enterprise information systems, cybersecurity, infrastructure, cloud and network services, business applications, GIS, spatial data, and related technology trends;
- Sound knowledge of operational technology/SCADA and the risks associated with connected systems;
- Sound understanding of the mandate, governance structure, service environment, and operational requirements of a regional district and the local government context in British Columbia;



- Sound knowledge of applicable IT governing and related legislation including but not limited to Freedom of Information and Protection of Privacy Act (FOIPPA) and the Information Management Act;
- Knowledge of public-sector governance, compliance, and procurement practices;
- Knowledge of business continuity, resilience, and emergency management practices;
- Ability to assess risks, make sound decisions, and ensure transparency in technology management;
- Ability to anticipate future trends, risks, and opportunities and position the organization proactively and lead modernization, service improvement, and digital change;
- Ability to manage competing priorities, budgets, and resources;
- Ability to lead, coach, develop, and inspire multidisciplinary teams in a collaborative public-sector environment;
- Ability to build effective working relationships with elected officials, senior leadership, staff, member municipalities, external service providers, partner agencies, Indigenous governments, and other orders of government;
- Demonstrated strategic thinking, sound judgment, and strong organizational, analytical, and problem-solving ability and ability to and develop practical solutions;
- Demonstrated integrity, ethical leadership, & responsible stewardship of corporate assets & information;
- Project management skills including; project needs identification and assessment; business case analysis; procurement strategies; solicitation; evaluation; contract award; cost control; reporting; documentation;
- Strong consultation, facilitation, negotiation, consensus-building, and conflict-resolution skills;
- Excellent leadership, communication, presentation, and report-writing skills, including the ability to communicate complex technical matters to non-technical audiences.



Competencies and Personal Characteristics

Leadership - Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Strategic – Develops and implements a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals and needs, and performs one's job with the broader goals in mind.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new, cutting edge programs/processes.

Effective Working Relationships – Treats colleagues and staff with respect; resolves conflicts respectfully and in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

Influential and Collaborative – Has an honest, open, consistent approach to working with others; possesses strong relationship and interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.

People Development – Fosters long-term learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally recognizes deserving staff and colleagues.

Communication – Clearly presents written and verbal information and writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

Citizen Focused – Anticipates, responds, and attends to the needs of colleagues and citizens, and other internal and external stakeholders of the organization; keeps the citizen interests in the forefront.



COMPENSATION

A competitive compensation package will be provided including an attractive base salary with a current hiring range of \$121,910 to \$144,768 and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

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