



College of  
Massage  
Therapists of  
Ontario

# CAREER OPPORTUNITY

## MANAGER, IT APPLICATIONS

### (12-MONTH MATERNITY LEAVE CONTRACT)

#### WHO WE ARE

The [College of Massage Therapists of Ontario \(CMTO\)](#) regulates Registered Massage Therapists (RMTs) and exists to protect the public interest. By ensuring that RMTs maintain professional Standards of Practice and are held accountable for their conduct, CMTO protects the public's right to receive high quality, safe, and ethical Massage Therapy treatment in Ontario.

#### WORKING @ CMTO

This is a full-time contract position covering a 12-month maternity leave. Our offices are conveniently located just steps from transit at Davisville subway station in midtown Toronto. *Please note that this role is temporarily 100% work from home to mitigate the risk of potential community spread of COVID-19 and protect the safety of our team.*

Our team is collaborative and respectful, with high emotional intelligence and a strong dedication to our mission. If you are in search of a contract opportunity where you can showcase your dynamic administrative expertise and provide outstanding customer service, then we can't wait to meet you!

#### ABOUT THE ROLE

Under the supervision of the Director, Corporate Services, the Manager, IT Applications manages the strategic and tactical leadership of the College's information technology function, including IT projects, technological resources, and IT staff. The focus will be to develop and execute a strategic vision for the College's IT portfolio, while supporting the hands-on work of day-to-day operations, implementation, project management, and IT support.

#### KEY DUTIES AND RESPONSIBILITIES

- Manage the Information Technology department (with three direct reports) by defining and enforcing technology standards and governance, and allocating people and technology resources to ensure its effective operation
- Provide technical subject matter expertise as you develop application road-maps and strategies and lead the design and tactical planning of internal application systems
- Act as a project manager, lead and manage IT initiatives and projects (inclusive of planning, coordination, and budget oversight)
- Bridge the gap between business and technology by translating business challenges/needs into technical requirements
- Be accountable for data integrity, security, business continuity planning and related processes

#### College of Massage Therapists of Ontario

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- Collaborate with external stakeholders (vendors and service providers), serving as the main liaison; manage and develop these external relationships to achieve organizational IT goals
- Manage the contracting and licensing of software and hardware agreements, overseeing warranties and service agreements
- Support and fill in, when needed, for the IT Applications Support Specialist/help desk function

### SKILLS

- Experience as an IT manager, IT lead, or IT supervisor (or similar)
- Experience defining the strategic direction and tactical plan of an organization's IT portfolio
- Experience designing, implementing and managing technical information system solutions
- Experience leading an IT team, with a proven ability to manage IT personnel in application development, hardware support, and help desk functions
- Experience managing IT projects, with strong financial management skills (project budgeting, forecasting, and cost control)
- Experience overseeing business analysis, business process review, and mapping
- Advanced proficiency with development and programming language such as MSSQL experience with .NET, Crystal Reports and VB is an asset.
- Experience with Office 365, SharePoint, Windows, DocuSign, Adobe Suite, WordPress, website design, HRIS, Tableau, iContact, SAP Concur
- Experience configuring API links between databases

### QUALIFICATIONS

- Post-secondary education in computer science, information technology or related field; equivalent combination of education and experience considered
- Experience working in IT in a regulatory body (e.g. a regulated health college) is an asset
- Project Management Professional (PMP) certification and/or ITIL is strongly preferred.
- Fluency in French considered an asset

### INTERESTED?

To be considered for this role, please forward your resume and cover letter to [resumes@cmto.com](mailto:resumes@cmto.com) on or by August 12, 2021. **Please state the job posting title and your name in the subject line of the email.**

*We thank all applicants for their interest in CMTO. Please note, only applicants selected for an interview will be contacted. To support physical distancing, all recruitment activities including interviews and onboarding will be conducted virtually. Thank you for your patience and understanding during these challenging times.*

*CMTO promotes diversity in the workplace and is committed to ensuring that its recruitment and other employment activities are fair and equitable. Accommodations are available at all stages of the recruitment and selection cycle upon request.*

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