



EXTERNAL JOB POSTING

Date: July 26, 2022
Position: **Lead Systems Developer**
Department / Division: Information Services / Operations
Status: Temporary Full-time
Salary: per HSASU/HSA collective agreement
Start: August 22, 2022 to January 12, 2023
Responsible to: Manager - Information Services

HSA is working towards equity and encourages people who experience marginalization (including but not limited to Indigenous Peoples, people of the global majority, women, people with disabilities, LBTQ2SIA+ and diverse faiths) to apply for career opportunities within our organization.

HSA recognizes the efforts of our employees and is committed to excellent compensation, superior benefits and ongoing recognition to maintain work/life balance.

Position Summary

The Lead Systems Developer provides database management and information systems design and development services to HSA. In addition, the Lead Systems Developer contributes to the Database & Web Services team by providing training, coaching, mentoring, and overall direction in consultation with the Manager of Information Systems. This is a responsible position requiring a proven track record in database and web administration, systems development, and IT project coordination.

Duties and Responsibilities

1. Design and develop HSA's database systems and related applications. Communicate with staff, supervisors, and managers to determine requirements for new systems and/or modifications to existing systems.
2. Evaluate existing systems and applications on an on-going basis, identifying needs and providing recommendations to the Manager of Information Services as appropriate.
3. Monitor on-going and emerging labour relations and administrative issues in order to anticipate required changes and/or additions to database systems and applications.
4. Provide on-going support and troubleshooting for all database systems and applications.
5. Train, coach, mentor and provide direction to Database and Web Services department staff in consultation with Manager of Information Services.
6. Serve as the lead on larger system development projects requiring a team of developers, as required.
7. Recommend on hiring of Database and Web Services staff.
8. Assist the Manager of Information Systems with scheduling and balancing workload for the Database & Web Services team

9. Monitor and set up systems, procedures and policies for ensuring the overall accuracy and integrity of the HSA databases, performing periodic accuracy checks on data entry and delegating and/or performing specific data maintenance tasks as necessary.
10. Create and maintain detailed documentation of database structure and applications.
11. Maintain certain critical components of the HSA database structure relating to labour relations issues, such as employer structure, certifications, bargaining units and wage rates, communicating with Labour Relations staff as necessary.
12. Perform data analysis and provide staff with statistics, reports, lists, and other information as requested, anticipating needs and flagging potential issues regarding data quality where appropriate, and/or delegating these tasks to other Database & Web department staff.
13. Work collaboratively with the IS team as necessary to configure and troubleshoot database server(s), web server(s), the client-server environment, security, and backup/disaster recovery procedures, as they relate to the functioning of database and web applications.
14. Serve on any staff advisory groups relating to HSA's database and web systems.
15. Ensure compliance of all database records and procedures with privacy legislation.
16. Ensure development and currency of database and web-related sections of the Procedures Manual.

Qualifications and Requirements

- Successful completion of a Diploma in Computer Systems Technology with specific training in advanced database administration, application development, and web design, or equivalent
- Minimum of five years' experience and demonstrated skills in advanced relational database design, development and programming in a Windows-based client/server environment, preferably working with MS Access/Visual Basic and SQL Server – OR – minimum of two years' experience with skills equivalent to those listed
- A proven commitment to issues of Equity, Diversity and Inclusion
- Demonstrated experience and skills in web design and programming, including advanced knowledge of HTML and related web technologies such as PHP and Laravel. iCloud, SharePoint, Azure, MS365 and running MS stack
- Advanced proficiency with web software, proficiency with graphics software, and familiarity with Content Management Systems and web-based database development environments
- Advanced proficiency in MS Office applications, including Excel, Word, and Access
- Demonstrated project management skills
- Ability to work with end users in a patient and courteous manner
- Ability to work collaboratively as both a team member and a team leader
- Excellent oral and written English communication skills
- Excellent organizational skills and attention to detail
- Demonstrated delegation and coaching skills
- Ability to multi-task
- Ability to communicate about and negotiate resolution of conflicting demands and priorities
- Ability to work within tight deadlines
- Ability to produce timely and ongoing status reports and project outlines
- Ability to identify, initiate, manage and follow through with projects
- Demonstrated tact, discretion and adherence to privacy and confidentiality requirements
- Familiarity with a union environment and some knowledge of labour relations terminology is considered an asset for this position

Closing Date: Friday, Aug 18th, 2022

**Please forward applications
which includes a cover letter & resume by e-mail:**

**To: Caroline Pertson HR Administrator
cpertson@hsabc.org
in lieu of Josef Rieder
Manager of Human Resources
Health Sciences Association**