

Director, Information and Integration Management

Reports to (Job Title):	Chief Information Officer
Jobs Reporting (Job Titles):	Information Systems Specialists
Location:	Main Campus
Grade:	USG 17 35 hr/wk

Primary Purpose

The Director of Information and Integration Management (IIM) will develop the information and integration strategy, program, and portfolios for the University. They will work in partnership with Faculty and Academic Support areas to understand information user needs and to provide for them. The Director is mandated to develop an IIM capability that addresses both the current and future objectives in the University Strategic Plan in an efficient, sustainable, agile and adaptable manner. The IIM function will evolve to provide the expertise and capacity required to advance information management, integration, and user experience (UX) design throughout the University. In support of this mandate, the Director will facilitate the provision of data management, enterprise business intelligence, document management, and integration platform services. IIM will provide input on the opportunities and impacts of new or changed IT. The Director will also provide subject matter expertise (SME) to the Chief Information Officer (CIO), the IST Senior Management Team and, as requested, to the broader campus community.

Key Accountabilities:

1.	Establishes the direction and priorities for the Information and Integration Management group: <ul style="list-style-type: none">• Serves as an integral member of IST's Management Team and Director Team• Participates in the development of long term vision and planning for the department• Develops the Information and Integration Management group's annual plans and priorities
2.	Within the Information and Integration Management group, ensures the effective utilization, deployment and development of human and capital resources <ul style="list-style-type: none">• Oversees hiring and development of resources within the group• Deploys staff to most productively meet goals and objectives• Coaches, trains and develops employees to enable their professional development• Approves annual performance plans and conducts regular reviews with direct reports• Prepares, submits, and manages annual group budget requests• Validates expenditures against group budget for IST Admin staff
3.	Develops, implements and sustains the Information and Integration Management strategy, working collaboratively with the IT community at the University

- Oversees IIM implementation, ongoing refinement, and sustainment.
- Establishes and maintains a data management platform and associated services including:
 - operational data integration services,
 - dimensional data warehousing services,
 - non-relational data services,
 - graph data services,
 - distributed data processing services,
 - data access, provenance, and lineage services,
 - cognitive data processing (AI) services, and;
 - underpinning capabilities (big data collection, data documentation/cataloging/metadata management).
- Establishes and maintains a compelling discovery, retrieval, analysis, and visualization platform for University data and information assets
- Establishes and maintains the official document management platform of the University
- Establishes and maintains a central middleware / integration platform for the University
- Supports Institutional Analysis & Planning (IAP) and Secretariat and Office of General Council (SOGC) in establishing information principles and practices as defined in Policy 46:
- Builds partnerships with academic research programs to apply advanced research in information and integration management to University problems
- Identifies and prioritizes development of core data/information element sets
- Captures, creates, and inventories artifacts of value to decision support processes.
- Provides access to the information contained in the IIM information asset base
- Maintains a central catalog of University information assets and integrations that rely on said assets
- Develops reference, conceptual, logical, and physical information models to support University management and decision support functions/processes. Collects and codifies information sufficient to populate these models
- Develops metadata standards, ontologies, and taxonomies with campus partners to support University information discovery, analysis, and reasoning
- Provides high-quality services to underpin data driven decision making on campus.
- Identifies gaps and overlaps in the information stored in systems to minimize current information duplication and limit future duplication.
- Supports consolidation and rationalization of integrations to establish baseline data quality across all integrations.
- Aligns integration efforts of all teams in IST and beyond; to reduce duplication of efforts and increase coordination/collaboration.
- Provides the tools required to complete 'quick win' innovation initiatives.
- Advocates, leads, and supports user-centric design / UX continuous improvement efforts on campus. Develops and shares design approaches to improve UX through cognitive modeling.
- Provides an innovation and intrapreneurship platform (including expertise and capacity) to support rapid functional prototyping inside IST.
- Provides University community access to knowledge and experience addressing information management and integration challenges

4.	<p>Provides Thought Leadership</p> <ul style="list-style-type: none"> • Maintains a broad knowledge of future and current IIM practices and related technology and a deeper knowledge in specific areas relevant to key academic support and business units across campus • Provides expert advice to University management, IST staff and the University IT community with regard to IIM - e.g. information system, business process, and technology issues related to these areas
75.	<p>Stakeholder Management</p> <ul style="list-style-type: none"> • Establishes and maintains strong relationships with management in Faculties and Academic Support areas in the provision of IIM services • Optimizes relationships and strategic alliances with external technology partners

Position Requirements

Education:

University degree or equivalent post-secondary education.

Experience:

8-10 years' progressive experience with a proven track record of achievement and success in Information Technology.

Competencies:

- Strategic mindset and thought leadership.
- Strong leadership and project management skills
- Excellent communication skills
- Ability to effectively present strategies and plans to senior stakeholders
- Ability to effectively communicate technical concepts to technical and non-technical audiences
- Demonstrated ability to influence, negotiate, and develop relationships at multiple levels with a wide range of personalities and functions
- Strong organizational and problem solving skills combined with analytical and planning abilities
- Strong business acumen
- Flexible, adaptable management style
- Ability to conceptualize and address current and future challenges in a logical manner
- Very results oriented
- Demonstrated reasoning and decision-making ability at a senior management level
- Innovator with a high energy level

Technical:

MS Word	Excel	PowerPoint	Other
Basic	Basic	Basic	MS Office & SharePoint Basic Project Management Intermediate

Nature and Scope**Interpersonal Skills:**

Works in concert with University community members to build positive and productive partnerships by putting the Basic Principles of the University of Waterloo workplace into practice

Level of Responsibility:

Responsible and accountable for the overall results of the Information and Integration Management group within IST

Decision-Making Authority:

In consultation with the Chief Information Officer, responsible and accountable for establishing and actioning priorities for the Information and Integration Management group

Physical and Sensory Demands:

Minimal demands typical of a senior executive position in an office environment.

Working Environment:

Stress and pressures typical of a senior executive position.