Alberta School Employee Benefit Plan

Manager, Strategic Initiatives and Operations
Full Time Permanent Competition #10-03

Position Summary
Do you strategically build relationships in order to achieve goals? Do you take broad strategies and define them into more specific objectives? Do you get collaboration on a right solution? Do you lead? Build team success? Partnerships?

If you enjoy complexity, change and increasing challenges, ASEBP might be the place for you!

The Manager of Strategic Initiatives & Operations (SIO) oversees the information technology projects and processes that support the entire business of ASEBP. The Manager's role is to ensure planning and implementation of ASEBP's information technology strategies through the streamlined operation of the SIO department in alignment with the business objectives of the organization.

This position reports to the Director of Benefit Administration & Operations, and is responsible for the leadership and support of the SIO team. The Manager will be responsible for new and existing information technology solutions for sustained business service delivery by ASEBP and continuous business improvement. The Manager works in conjunction with other teams within ASEBP to ensure that the business is supported in the most effective and efficient manner possible.

Your Key Responsibilities
Strategic Leadership and Operational Excellence

- As part of the ASEBP Management Team, determines priorities, researches, develops and prepares policies for the effective operation of ASEBP data, applications technology infrastructure and of SIO operational processes and services
- Positions the SIO team for the future, providing analytical and advisory services
- Manages development and implementation of data, application and technology architectures for ASEBP
- Manages development and implementation of strategic, project and operational plans for the development, maintenance and support of ASEBP's software applications
- Manages development and implementation of strategic, operational, and project plans for the development, maintenance and support of ASEBP's software applications, support of ASEBP's network, server and personal computing technologies for optimal application and network maintenance and performance
- Collaboratively examines policies and procedures for continuous improvements, makes recommendations, works with cross-functional teams to develop action plans, and implements them, ensuring broad acceptance in the organization
- Acts as a project sponsor and/or a subject matter expert for strategic initiatives:
    - Interpret business rules for system development using ends/means analysis to determine the best outcome for ASEBP
    - Interpret policy, data and technology requirements in response to plan changes or as requested when issues arise
    - Identify future needs in terms of resources and systems
    - Ensure user acceptance by testing organizational processes/programs
- Manages the activities related to infrastructure performance, capacity, backup & recovery, disaster recovery, security, and compliance to IT security/privacy practices
- Collaborates with other divisions to ensure systems are operating in compliance with organizational process and needs

People Leadership

- Manages staff within the department in a manner consistent with annual goals
- Encourages staff professional development, goal setting and career progression, and identifies relevant opportunities
- Manages the workload volume, delegates, and monitors progress
- Ensures that the SIO staff and contractors have the necessary tools to do their jobs effectively
- Develops and maintains relationships with key stakeholders to ensure the future success of ASEBP
- Reviews and revises position descriptions regularly based on the needs of the team, and the organization
- Participates in recruitment, orientation and training of staff
- Manages performance issues, discipline and termination

Strategic Initiatives and Operations Accountability

- Develops operational plan, budgets resources, milestones and deliverables
- Manages the staff and contract resources within the SIO department, staying within budget
- Establishes, maintains and reviews management and operational reports and takes corrective action as required

Your Education & Experience

- Post secondary education in Business Administration, or Bachelor of Science in Business or Management Information Systems and equivalent working experience
- A minimum of five to seven years related experience coupled with demonstrated experience as part of an organizational management team

Your Abilities

- Management experience in problem solving, setting priorities, decision making and delegating
- Strong understanding of IT (architectures, data management, applications, and IT infrastructure), project management and change management
- Strategic and operational planning experience in developing business plans and budgets on both a divisional and organizational level
- Demonstrated ability to lead groups through change management
- Superior leadership, management, interpersonal and coaching skills
- Experience in a client service environment
- Excellent skills and demonstrated ability at building and maintaining relationships
- Excellent planning and organizational skills, with the ability to develop and implement business plans and initiatives
- Strong analytical skills and the ability to multi-task
- Experienced in project management, facilitation and presentation ability
- Excellent customer service focus, including the ability to resolve issues in a fast paced and, often times, politically sensitive environment

If you have the required qualifications and would like to become a member of our team, please submit your resume, quoting competition number #10-03, to:

Human Resource Services
Alberta School Employee Benefit Plan
Suite 700 Weber Centre
5555 Calgary Trail, Edmonton AB T6H 5P9
Email: hr@asebp.ab.ca
Fax: 780-432-2577

No phone calls please. We thank all interested individuals, but only those candidates being considered for an interview will be contacted. This competition will remain open until a suitable candidate is found. ASEBP is an equal opportunity employer.

About Alberta School Employee Benefit Plan

The Alberta School Employee Benefit Plan (ASEBP) is a health and welfare trust governed by 10 Trustees, five of whom are appointed by the Alberta School Boards Association and five of whom are appointed by the Alberta Teachers' Association. ASEBP promotes programs that sustain healthy lifestyles and workplaces for nearly 55,000 covered members in almost 60 school jurisdictions across Alberta. Innovative initiatives such as the Healthy Living Program are coordinated to positively influence the healthy decisions covered members make. These programs compliment the comprehensive benefit coverage ASEBP offers to covered members.

Working for ASEBP is about more than supplying great benefits. ASEBP offers:

- a team-focused culture that supports people and performance
- competitive compensation that goes far beyond a paycheque
- an exciting chance to make an impact in the lives of Alberta's school employees.
- advancement opportunities in a stable, growing organization