



JOB DESCRIPTION

Dept: Information Technology

Working Title: Project Leader (487)

Date: October 2001

Job Class: 16

PRIMARY FUNCTION:

To provide project management, technology planning, business area analysis, systems design and client support services to users of Kwantlen's Information Technology (IT) systems.

JOB DUTIES AND TASKS:

1. Participate in technology planning:
 - a. Identify and document business situations that require technology solutions or process improvements.
 - b. Research and develop business cases including technological alternatives, cost benefit analysis, programming resources and policy/procedure enhancements.
 - c. Translates business processes into technical specifications.
2. Plan and manage systems projects:
 - a. Manage system development or business process improvement projects.
 - b. Determine business feasibility, time frame and availability of resources.
 - c. Coordinate with client, Application Programmer/Analysts and other IT staff members to obtain commitments from all groups.
 - d. Identify, estimate and schedule project activities, assess project risk and create project plan.
 - e. Monitor and control project progress.
 - f. Conduct walk-through of system/business processes with clients.
 - g. Act as liaison between client and technical staff to ensure business requirements are properly communicated.
 - h. Train clients in the use of systems.
 - i. Assist clients in the preparation of test plans and conduct user acceptance tests.
 - j. Document user procedures.
3. Design and develop applications:
 - a. Consult with and advise clients on their operational and information needs.
 - b. Design and develop appropriate computerized technical or procedural solutions to meet client needs.
 - c. Design, develop and document technical design specifications.
 - d. Develop, test and implement new applications and enhancement to existing applications, according to design specifications.
 - e. Prepare and maintain appropriate system and user documentation.
 - f. Train and assist users during the test and implementation phases of application development.
 - g. Provide ongoing application support, including problem resolution and emergency maintenance when required.
4. Communicate with other members of the IT Department:
 - a. Train User Support staff members in application troubleshooting techniques.
 - b. Conduct training/information sessions on application systems and software technologies.
 - c. Collaborate in development projects or troubleshooting sessions as necessary.
5. Perform other related duties:
 - a. Participate in planning software maintenance releases.
 - b. Evaluate hardware and software tools.
 - c. Contribute to the development of technical standards, guidelines and procedures.
 - d. Communicate with contractors and software vendors as required.

SUPERVISION RECEIVED:

Reports to Manager Enterprise Software Support.

SUPERVISION/DIRECTION EXERCISED:

1. Supervises and guides staff and external contractors in performing project related tasks.
2. Establishes goals and objectives, assigns tasks and monitors work progress.
3. Monitors and assesses overall project performance.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

1. Develop, enhance and maintain information and education systems critical to the operation of the University College.
2. Handle confidential information in a responsible manner consistent with the Freedom of Information and Privacy Act.

FINANCIAL RESOURCES:

1. Provide cost estimates of software/hardware and resources in application development projects.
2. Select and recommend purchase of software, related documentation and training materials.
3. Sign for and verify receipt of purchases.

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

1. University degree with a major in Information Technology or Computer Sciences.
2. Minimum 10 years' experience in Information Technology environment, which includes 5 years of direct experience in enterprise architecture conception and 3 years recent related experience in or supporting the Ellucian Post-Secondary Enterprise software (BANNER) preferred. An equivalent combination of education, training and experience will be considered.
3. A minimum of 5 years working expertise in a broad base of products, technologies, platforms, patterns, frameworks, and methodologies including architecting solutions in ORACLE, SQL Server, PL/SQL, Java, MS SharePoint, .NET, IIS, Groovy, Grails, JavaScript, AngularJS, NodeJS, web services, messaging architectures, Linux, Shell Scripting, CAS, Shibboleth. This will include working with ORACLE and Microsoft SQL Server Database methodologies and concepts.
4. Demonstrated ability to take a leadership role in evaluating, developing and implementing Enterprise Architecture. This includes experience in project coordination and support of enterprise systems, including project coordination, monitoring, maintenance and administration, testing, systems and business process analysis and documentation. This position will be required to lead projects and working directly with business stakeholders to identify, and must be able to assess and document business requirements with the ability to transform end-user needs into technical and functional requirements
5. At least 1 year of working experience in developing and delivering quality Business Intelligence and Institutional Data Warehousing, Business Analytics, Dashboarding and engineering report development in tools such as Microsoft SSIS, Microsoft SSRS, Microsoft Power BI and advanced SQL reporting is desirable.
6. Proven work experience in business process analysis, developing LEAN business process methodologies to improve efficiencies, and in the preparation of business process documentation.
7. Progressive technical knowledge and knowledge of best practices in information technology service delivery such as Agile SDLC and ITIL.
8. Knowledge of modern infrastructures such as storage area networks, virtualization, high availability design, operating systems, network architecture, enterprise network management systems, etc.
9. Ability in architectural design, system design and heterogeneous systems integration.
10. Ability to research, evaluate and plan the implementation of emerging technology.
11. Superior organizational skills with the ability to set priorities, follow-up and meet challenging deadlines.
12. Proven ability to work in a team or highly matrix-managed varied and diverse environment with multiple concurrent initiatives/projects simultaneously and changing priorities.
13. Ability to clearly communicate and articulate complex and technical concepts clearly with non-technical as well as technical personnel at all levels of the organization both written and orally.
14. Ability to shift working hours and to work occasionally on Saturday, Sunday and holidays.

Revised: Apr 2020