



**Job Title      Information Officer**

**Job Purpose**

Reporting to the CEO, the Information Officer is the key point of contact for all Information Technology (IT) needs and website design and maintenance of the College of Applied Biologists. This is an exciting opportunity for someone who is interested in being a key member of a small and dynamic work environment interested in making a difference within a professional organization.

**Duties and Responsibilities**

The Information Officer performs the following functions on behalf of the College:

*IT*

- Act as the primary contact for the technology providers, and work with the business to translate business needs into technology needs.
- Gather detailed requirements/user stories.
- Develop and maintain productive relationships with internal and external associates
- Ensure development is in alignment with legislative standards and technical standards.
- Continually drive technology tools transformation and excellence.
- Bring a fresh perspective – out of the box insights to deliver value added solutions in a dynamic environment.
- Effectively prioritize troubleshoot and resolve technology-based issues.

*Website and Information Administration*

- Design and maintain website to improve navigation, readability and transparency on website.
- Maintain and improve College related digital communication templates.
- Monitor and support social media communications (Twitter, Facebook, LinkedIn).
- Assist in designing appropriate tracking metrics for traditional and social media platforms.

*General*

- Develop and implement all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision.
- Develop requests for proposal.
- Administer vendor, outsourcer, and consultant contracts and service agreements.

Performs other related duties, as required.

## **Qualifications**

### *Education and Experience*

### *Technical Skills*

- Bachelor's degree with minimum 2 years' experience in Information technology and/or web design, or Diploma with a minimum of four years' experience in Information technology and/or web design.
- Proficient with website tools.
- Working knowledge of agile and waterfall methodologies.
- Excellent verbal and written communication skills.
- Proven ability to communicate complex ideas in a manner that is easily understandable.
- Strong technical and creative skills.
- Ability to exercise independent judgment and apply critical and strategic thinking.
- Can manage to project timelines and priorities.
- Strong and proven analytical skills.

### *Personal Characteristics*

- Attention to detail and efficiency in correcting issues as noticed in a timely manner.
- Excellent written and oral communication skills.
- Ability to present ideas in business-friendly and user-friendly language.
- Proven analytical, evaluative, and problem-solving abilities.
- Self-directed and works well independently and as part of a team. Asks questions when clarification is needed to ensure tasks are completed efficiently and timely.
- Motivated, well organized and detail-orientated person with the ability to prioritize and manage time effectively. Works well with continuous interruptions.
- Demonstrates an ability to work to demanding deadlines and to adapt and operate effectively in a dynamic business environment.
- Shows a strong commitment to delivering exceptional and professional customer service in and out of the office as a representative of the College.

## **How to apply**

Please submit your résumé and a cover letter to [cab@cab-bc.org](mailto:cab@cab-bc.org) no later than Monday, May 30<sup>th</sup>, 2022.