



## JOB OFFER

### Information Resources Team Leader

Regular position  
35 hours per week

### Working with us means:

- Joining a dynamic, passionate and committed team.**
- Choosing a stimulating work environment focused on mutual support, respect and collaboration.**
- Accessing a career full of learning and professional development opportunities.**

### The Information Resources Team Leader must:

- Support the manager in achieving objectives and carrying out planning in the sector's three areas of activity: systems, networks and security; programming; as well as infostructures and information management systems.
- Support and assist employees in carrying out their mandates.
- Contribute to the supervision of activities related to human resources management (timesheets, travel requests, etc.) and collaborate in the development of projects aimed at the development and efficiency of the sector.
- Collaborate in the implementation of security solutions for the FNQLHSSC and communities with a service agreement.
- Ensure the application of good practices in the management of IT security equipment.

#### Operational support

- Participate in identifying objectives and developing the sector plan in collaboration with the manager and provide information to ensure follow-up.
- Collaborate in the development of budgets and ensure monitoring to allow the manager to adjust the situation, if necessary.
- Collaborate in monitoring the sector's project portfolio with the administrative and financial services sector to reconcile the funds associated with funding requests.
- Support the review of different processes and procedures and implement them.
- Prepare, review and analyze documents, ensure their quality and compliance (e.g., work plans, funding applications, activity reports, memoranda, articles) and disseminate them within the prescribed timeframes.
- Promote the flow of information between sectors and, if necessary, contribute to the development of a process to achieve this with a view to having a concerted approach and actions in the realization and monitoring of projects.
- Assist the manager in carrying out sector activities as well as in developing new files.

### **Collaboration in the supervision of human resources activities**

- Ensure effective service delivery to the clientele (needs analysis, support plans, monitoring of actions, visits, etc.).
- Support employees in carrying out their mandates (development of project charters, schedules, budgets, etc.) and in their advancement by making use of their knowledge and skills.
- Collaborate in the team's various human resources processes (staffing, integration, performance reviews, disciplinary management, etc.) and inform the manager of situations where intervention is required.
- Approve and carry out administrative follow-up concerning the team's human resources (timesheets, travel requests, etc.) according to the policies and procedures in force.
- Coordinate team meetings and ensure the flow of information in the sector.
- Promote employee mobilization through concerted actions with the manager or the realization of activities organized by the FNQLHSSC.

### **Qualifications and requirements**

- Bachelor's degree in computer science with three to five years of experience or a completed CÉGEP program in computer science with five to seven years of experience (in project management, cybersecurity, infrastructure and networks).
- Two years of experience in human resources supervision and budget monitoring are assets.
- Significant skills in the following areas:
  - Programming and programming languages (PHP, HTML, CSS, JavaScript, SQL).
  - Project management software (MS Project, Teamwork, Smartsheet).
  - Information management systems (I-CLSC, RSIPA, EMR), operating systems (Microsoft, VMWare, etc.) and applications (FortiClient EMS, Microsoft Intune, ManageEngine, Ninite, FortiAnalyzer, FortiAuthenticator, etc.).
  - Microsoft 365 and SharePoint.
- Knowledge of government networks and the health and social services sector is an asset.
- Knowledge and understanding of First Nations cultures and the ethics of research with First Nations.
- Excellent command of French and English (written and oral).
- Availability to work outside of normal office hours and travel as needed.
- A valid driver's licence.

### **Desired profile**

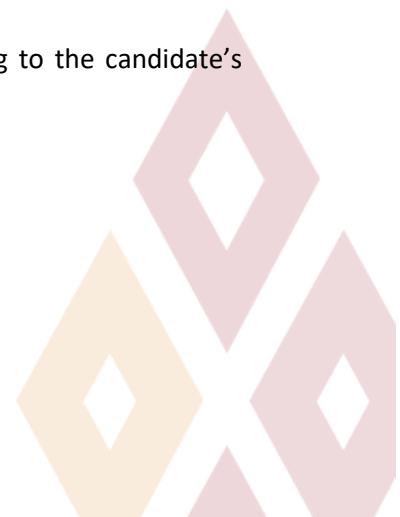
- Good mind for analysis, synthesis and writing.
- Good ability to identify and manage priorities.
- Good project management skills.
- Good adaptability.
- Autonomous, proactive and creative in the search for alternative solutions.
- Strong relational skills.
- Ability to work effectively as part of a team.

### **Salary**

The gross annual salary ranges from \$63,900.20 to \$78,751.40 and varies according to the candidate's experience.

### **Start date**

As soon as possible.



# SUBMIT YOUR APPLICATION!

Send your curriculum vitae along with a cover letter to the human resources department by mail or email to:

**First Nations of Quebec and Labrador Health and Social Services Commission**

250 Place Chef-Michel-Laveau, Suite 102

Wendake, Quebec G0A 4V0

**Email:** [rh@cssspnql.com](mailto:rh@cssspnql.com)

*\* Only selected candidates will be contacted.  
The FNQLHSSC prioritizes applications from the First Nations and Inuit.*

