IT MANAGEMENT CONTRACTOR

Request for Proposals: Open from September 12 to 23, 2022

About Pathways Alliance
Pathways Alliance Inc. (Pathways) represents Canada's largest oil sands producers working together to address climate change. Our six companies operate about 95% of Canada's oil sands production. Our goal is to achieve net zero greenhouse gas emissions from our operations by 2050, while supplying the energy the world needs.

About the Opportunity
Pathways is seeking an experienced, generalist IT contractor who can help oversee and facilitate the success of a number of projects over a six-month contract term. The successful contractor will work with Pathways staff and a third-party IT support vendor on ongoing domain migration activities, SharePoint development projects and the set-up of a new office location. On-site work at the Pathways office in Calgary will be required.

Key Accountabilities:
System Design and Deployment
- Develop and execute plans for IT systems being moved over and newly acquired/deployed into a new office space, including network infrastructure, A/V equipment and workstation setups
- Work closely with a third-party IT support vendor and building managers to coordinate required activities for the move between physical locations
- Manage a domain migration, e.g. transition users and associated permissions within O365 tenancy

System and Services Administration
- Serve as the main point of contact and coordination for IT system and support delivery teams (provided through a third-party vendor)
- Serve as the internal escalation point for IT issues and Level 3 support resource (desktop/device, project work)
- Develop informational materials for staff and stakeholders accessing Pathways systems
- Ensure effective training is provided to Pathways and member company staff on Pathways devices, tools and systems
- Ensure successful provisioning of computing and communications devices for new staff and any required updates/upgrades for existing staff
- Work effectively with other Pathways work teams to ensure consistent access to and effective use of tools (e.g. CRM systems)
- Ensure that threats to information and system security are identified and risks mitigated through the implementation and monitoring of required tools, infrastructure and practices/processes/policies
- Provide required reporting on IT system and vendor performance

IT Project Management

- Manage the Pathways IT project portfolio
- Ensure ongoing alignment of Pathways IT priorities and projects with organizational objectives
- Ensure an optimal balance is maintained between quality, scope, speed and cost for IT project work
- With stakeholders, prepare IT project plans that third party vendors can execute and ensure that project deliverables are fully achieved on schedule and within budget
- Track project progress and provide management reports on project status and outcomes

Contractor qualifications:
- Required:
    - Relevant Bachelor's degree from a recognized university
    - Ten years' experience managing corporate IT systems, projects and staff/vendors
- Preferred:
    - Degree or diploma in business (with an IM/IT specialization), electrical engineering technology, computing/computer science or equivalent
    - Current certification in Microsoft systems, network infrastructure, cloud-based systems and/or IT security

Deadline for Proposals:
- The request for proposals for a six-month IT management contract will remain open until September 23, 2022 at 4:00 PM.
- Please send proposals or any follow up questions to *recruitment@pathwaysalliance.ca*.