



Project Director – Digital Information Management Transformation

A transformative career opportunity for a leading information management innovator!

Toronto is Canada's largest city, the fourth largest in North America, and home to a diverse population of about 2.8 million people. Consistently ranked one of the world's most livable cities, we are a global centre for business, finance, arts and culture. Join the award-winning Toronto Public Service as **Project Director of Digital Information Management Transformation** within the City Clerk's Office.

This is a once-in-a-career opportunity for a champion of change to lead the modernization and transformation of record-keeping at the City of Toronto – from managing paper records into managing digital information in compliance with applicable legislation. Reporting to the Deputy City Clerk, Corporate Information Management Services, you will work closely with business transformation, technology and organizational change management staff to develop the overall transformation strategy, vision and implementation plan, and ensure they are communicated City-wide and understood by all City divisions.

A forward-looking, results-oriented leader, you will leverage your knowledge of the latest technology developments in the information management arena, and innovative practices in other jurisdictions and organizations, as you design and develop the City's Information Management Governance Framework. You will set priorities for the development of functional policies and programs that will significantly change how divisions manage digital information, as well as change overall business performance, based on long-term needs. Program management staff will also look to you for direction, guidance, and the tools needed to increase process efficiencies and generally improve service effectiveness.

You are a savvy communicator and relationship builder, dealing confidently with external partners, agencies, other levels of government and political representatives, and adept at bringing people and resources together to deliver on strategy and achieve goals. Conversant with the applicable legislative framework, from the Municipal Freedom of Information and Protection of Privacy Act, to employment, human rights, and workplace health and safety, you are well prepared to ensure that new technologies and processes introduced are in full regulatory compliance.

A highly experienced senior manager with a track record of coaching, developing and motivating staff and project teams in the on-time, on-budget delivery of one or more major change initiatives, you welcome this opportunity to lead and implement change, and execute action planning to support the development and implementation of business and project objectives. Collaborating at all organizational levels, and leading multi-disciplinary teams, working groups and committees from across the organization, you will develop organizational and strategic awareness of digital record-keeping as part of the City's future direction, and gain buy-in and commitment from internal and external stakeholders for the delivery of the digital information management transformation initiative.

As the successful candidate, you will have a degree in Information Management Studies, Library Sciences or Records Management, or an equivalent combination of education and related experience. Extensive experience in leading complex projects, with demonstrated achievement of objectives on large-scale transformational initiatives emphasizing information management and business performance improvement, is paramount.

Salary Range: \$125,580.00 - \$147,565.60 per year

For more information on this and other opportunities with the City of Toronto, visit us online at www.toronto.ca/jobs. To apply online, submit your resume, quoting **File #2295333 X**, by **February 7, 2018**.

The City of Toronto is committed to fostering a positive and progressive workforce reflecting the citizens we serve. We provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the *Ontario Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act* and the [City of Toronto's Accommodation Policy](#).

If you are invited to participate in an assessment process, kindly provide your accommodation needs in advance. Please be advised that you may be requested to provide medical/other documentation to Human Resources to ensure that appropriate accommodation is provided to you throughout the hiring process.