



## VACANCY

Applications are invited from qualified individuals to fill the following position:

**One (1) Permanent Full-Time Systems Administrator  
Information Technology Services  
NBRHC – North Bay  
Salary: \$ 40.10 (Min) – \$ 50.12 (Max)**

North Bay Regional Health Centre is presently seeking a highly motivated individual to join our Information Technology Services (ITS) team. Reporting to the Manager of Information Technology Services, the Systems Administrator will be responsible in assisting to design, monitor, and maintain the backend IT infrastructure in the hospital and to implement new backend systems that support the functional requirements of the hospital including Information Systems, Communications, Safety and Security services. The incumbent will work closely with existing Network/Application/Systems Administrators and other technical support personnel within the Information Technology Services department.

### RESPONSIBILITIES

- Monitor and maintenance of IT systems and backups to ensure system redundancy.
- Implement new systems and services.
- Update, patch and upgrade existing systems and system replacements.
- Support on-site and remote hardware and services.
- Identify and remediate existing cybersecurity risks.
- Develop lifecycle plan for all back-end systems in Information Technology Services to ensure that stability, reliability, and security meet the service requirements.
- Promote self-learning by attending conferences and education courses.
- Participate in vendor user group activities.
- Provide on-call services as necessary.
- Proactively identify opportunities to win solution acceptance.
- Protect confidentiality of patient and staff information.
- Participate in and facilitate change management processes.

### QUALIFICATIONS

The ideal candidate will be an organized, highly flexible individual who can perform with minimal supervision, has superior verbal and written communication and interpersonal skills with an ability to deal with confidential and sensitive issues in a professional manner. The applicant must have excellent time management skills, the ability to be versatile and adjust quickly in a fast-paced environment to multiple work patterns. Qualifications include:

- University degree/diploma in a related discipline or a combination of education, training, and experience.
- Working technical knowledge of PCs, servers, networking, and various PC based applications including experience with Windows 10 and Windows Server 2012-2019.
- CompTIA A+ (or equivalent) and ITIL Foundation certification.
- Minimum three (3) years installing, supporting, and troubleshooting the following:
  - Windows Server (2012-2019)
  - Active Directory, DNS, DHCP
  - Exchange Server (2016 or higher)
  - Internet Information Server (IIS)
  - VMware vSphere
  - VMware Horizon
- Strong analytical and problem solving skills required.
- Experience and practice in hardware troubleshooting and simple repair required.
- Excellent communication, customer service, and interpersonal skills required.
- Experience in a hospital computing environment an asset.
- Good attendance and work record required.
- Valid driver's license required.
- Must demonstrate commitment to ensure your safety, the safety of fellow workers, patients, volunteers, and visitors.
- Must support and contribute to a culture of safety and prevention of adverse health events in this organization.
- Bilingualism (English/French) is an asset.

Criminal Reference Check including the Vulnerable Sector Check recent within six (6) months is a requirement

**Interested candidates are asked to submit their cover letter and resume to:**

[careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca) quoting file [NU C-24-030](#)

**The posting will remain open until the positions are filled.**

Please note these postings are subject to change without notice. An acknowledgement will be sent only to those candidates who will be interviewed.

## THE ORGANIZATION

North Bay Regional Health Centre (NBRHC) is a unique health care organization with three primary roles: providing acute care services to North Bay and its surrounding communities, functioning as the district referral centre providing specialist services for smaller communities in the area, and it's the specialized mental health service provider serving all of northeast Ontario. At more than 400 beds, our state-of-the-art regional health centre has over 150 physicians, 2300 employees and 250 volunteers.

For more information about the NBRHC, visit [www.nbrhc.on.ca](http://www.nbrhc.on.ca)

## THE COMMUNITY

North Bay is located 3.5 hours north of Toronto, just north of the district of Muskoka, and 3.5 hours west of Ottawa. With a population of 54,000 and a catchment area of 180,000, it is a safe and welcoming community that offers a healthy and balanced environment for working, living and raising a family. North Bay is situated on the shores of two large lakes (Lake Nipissing and Trout Lake) and boasts beautiful scenery and four distinct seasons. Whatever your interests are, you will have access to numerous activities and amenities within minutes from your home—reclaim your work-life balance and join us!

To see more of beautiful North Bay and learn about our lifestyle, visit [www.northbay.ca](http://www.northbay.ca)

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***NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.***

***The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.***

*North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.*

**We are an equal opportunity employer. We thank all applicants for their interest.**