

JOIN THE NBRHC TEAM!

One (1) Permanent Full-Time Applications 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 Applications Administrator position is responsible for the maintenance and integration of business applications that support the functional requirements of NBRHC including Information Systems (IS), 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.

The Applications Administrator role is to strategically evaluate, design, implement, maintain and support the hospital's system applications that support core organizational functions, and ensure high availability. This role also involves working closely with partner sites, internal stakeholders, hospital programs and departments to determine business needs in order to implement effective solutions that are consistent with organizational goals and objectives.

Further responsibilities include but are not limited to:

- Responsible for the installation, configuration, upgrade, monitoring and maintenance of server applications and databases to support corporate requirements.
- Perform application and database tuning, optimization, performance monitoring and the implementation of efficiency improvements.
- Application and database capacity and performance planning for future expansion requirements.
- Provide subject matter expertise when issues arise that are not common and cannot be addressed by Tier I/II support.
- Develop, implement, and maintain change control and testing processes for modifications to applications and databases.
- Design and implement redundant systems, policies, and procedures for disaster recovery, data migrations and data archiving to ensure effective protection and integrity of data assets.
- Manage applications, database security, and data integrity.
- Participate in product selection and procurement.
- Lead and assist with IT application and system projects in collaboration with NBRHC stakeholders and vendors/contractors.
- Design and implement processes and documentation to support transition to operations.
- Develop plan for lifecycle replacement – budget requirements, timing, and resource requirements.
- Collaborate with other subject matter experts and vendors as required.
- Provide training to user community for the applications we support.

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.

NORTH BAY REGIONAL HEALTH CENTRE IS AN EQUAL OPPORTUNITY EMPLOYER

Qualifications include:

- University degree/diploma in a related discipline or a combination of education, training, and experience
- Minimum of 3 years experience supporting corporate systems and applications
- Experience in the administration of Office 365, Teams, Azure Active Directory an asset
- Excellent communication, customer service, and interpersonal skills required
- Strong analytical and problem solving skills required.
- Experience in Microsoft SQL database management is an asset
- Experience in project management is an asset
- Knowledge of Meditech Expanse is an asset
- Must support and contribute to a culture of safety and prevention of adverse health events in the 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 quoting file [NU C-24-029](#)

The posting will remain open until 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

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

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.