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, the Systems Administrator will be responsible for assisting in the design, monitoring, and maintenance of 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.

RESPONSIBILTIES

- Design, develop, upgrade, implement, replace and administer existing and new business information systems and related services;
- Develop, implement, and maintain change control and testing processes;
- Design and implement strategies, policies, and procedures for disaster recovery, data migrations and data archiving to ensure effective protection and integrity of the IT infrastructure;
- Manage domains, authentication services, permissions and accesses to networked resources. Audit user permissions across various platforms;
- Develop lifecycle plans for all IT subsystems – budget requirements, timing, resource requirements;
- Monitoring and maintenance of IT systems, backups, ensuring system redundancy and remote site support;
- Participate in and facilitate change management processes;
- Provide subject matter expertise when issues arise that are not common and cannot be addressed by Tier I/II support;
- Participate in product selection and procurements;
- Act as a project lead, develop project plans, lead or participate in meetings related to IT infrastructure;
- Collaborate with other subject matter experts and vendors as required;
- Provide on-call services as necessary;
- Identify and remediate existing cybersecurity risks.
- Respond to system security, performance and usability concerns
- Lead and assist with IT infrastructure and system projects in collaboration with NBRHC stakeholders and vendors/contractors.
- Protect confidentiality of patient and staff information.

QUALIFICATIONS

The ideal candidate will be an analytical, organized and highly flexible individual who can perform with minimal supervision. They will have 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:

- ☐ College diploma of University degree in Computer/Information Technology or a combination of education, training and experience
- ☐ CompTIA A+ (or equivalent) and ITIL Foundation certification an asset
- ☐ Minimum five (5) years implementing, managing and supporting the following:
  - Windows Server (2012-latest versions)
  - M365 productivity and collaborative cloud services
  - Active Directory, Azure, DNS, DHCP
  - Exchange Server (2016 or higher)
  - Internet Information Server (IIS)
  - VMware vSphere
  - VMware Horizon
- ☐ Experience in the administration of Exchange Online, Sharepoint Online, OneDrive, Azure Active Directory an asset
- ☐ Experience with Network Switches, Routers, Firewalls and Wireless Networks an asset
- ☐ Strong analytical and problem solving skills required.
- ☐ Experience in a hospital computing environment an asset
- ☐ Excellent communication, customer service, and interpersonal skills required.
- ☐ Experience in a hospital computing environment an asset.
- ☐ ITIL Foundation certification an asset
- ☐ Valid driver's license required.
- ☐ 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 quoting file **NU C-24-030**

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.

NORTH BAY REGIONAL HEALTH CENTRE IS AN EQUAL OPPORTUNITY EMPLOYER