



## JOB POSTING

**Date:** July 22, 2020  
**Position:** **Lead Systems Developer**  
**Department / Division:** Information Services / Operations  
**Status:** Regular, full-time  
**Salary:** per HSASU/HSA collective agreement  
**Start:** On selection of the successful candidate  
**Responsible to:** Manager, Information Services

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### Position Summary

The Lead Systems Developer provides database management and information systems design and development services to HSA, and has overall responsibility for HSA's database systems. In addition, the Lead Systems Developer helps coordinate the Database & Web Services team by providing training, coaching, mentoring, and overall direction in consultation with the Manager of Information Services. This is a responsible position requiring a proven track record in database and web administration, systems development, and IT project coordination.

### Duties and Responsibilities

1. Design and develop – or coordinate and oversee the development of – HSA's database systems and related applications. Communicate with staff, supervisors, and managers to determine requirements for new systems and/or modifications to existing systems.
2. Evaluate existing systems and applications on an on-going basis, identifying needs and providing recommendations to the Manager of Information Services as appropriate.
3. Monitor on-going and emerging labour relations and administrative issues in order to anticipate required changes and/or additions to database systems and applications.
4. Provide on-going support and troubleshooting for all database systems and applications.
5. Train, coach, mentor and provide direction to Database and Web Services department staff in consultation with Manager of Information Services.
6. Coordinate and serve as the lead on larger system development projects requiring a team of developers, as required.
7. Recommend on hiring of Database and Web Services staff.
8. Assist the Manager of Information Services with scheduling and balancing workload for the Database & Web Services team
9. Monitor and set up systems, procedures and policies for ensuring the overall accuracy and integrity of the HSA databases, performing periodic accuracy checks on data entry and delegating and/or performing specific data maintenance tasks as necessary.
10. Create and maintain detailed documentation of database structure and applications.
11. Maintain certain critical components of the HSA database structure relating to labour relations issues, such as employer structure, certifications, bargaining units and wage rates, communicating with Labour Relations staff as necessary.

12. Perform data analysis and provide staff with statistics, reports, lists, and other information as requested, anticipating needs and flagging potential issues regarding data quality where appropriate, and/or delegating these tasks to other Database & Web department staff.
13. Work collaboratively with the IS team as necessary to configure and troubleshoot database server(s), web server(s), the client-server environment, security, and backup/disaster recovery procedures, as they relate to the functioning of database and web applications.
14. Serve on any staff advisory groups relating to HSA's database and web systems.
15. Ensure compliance of all database records and procedures with privacy legislation.
16. Ensure development and currency of database and web-related sections of the Procedures Manual.

### **Qualifications and Requirements**

- Successful completion of a Diploma in Computer Systems Technology with specific training in advanced database administration, application development, and web design, or equivalent
- Minimum of five years' experience and demonstrated skills in advanced relational database design, development and programming in a Windows-based client/server environment, preferably working with ASP.net and SQL Server
- Demonstrated experience and skills in web design and programming, including advanced knowledge of HTML and related web technologies such as Java, C# and Python, SharePoint, Azure, MS365 and working with the MS stack
- Advanced proficiency with web software, proficiency with graphics software, and familiarity with Content Management Systems and web-based database development environments
- Advanced proficiency in MS Office applications, including Excel, Word, and Access
- Demonstrated project management skills
- Ability to work with end users in a patient and courteous manner
- Ability to work collaboratively as both a team member and a team leader
- Excellent oral and written English communication skills
- Excellent organizational skills and attention to detail
- Demonstrated delegation and coaching skills
- Ability to multi-task
- Ability to communicate about and negotiate resolution of conflicting demands and priorities
- Ability to work within tight deadlines
- Ability to produce timely and ongoing status reports and project outlines
- Ability to identify, initiate, manage and follow through with projects
- Demonstrated tact, discretion and adherence to privacy and confidentiality requirements
- Familiarity with a union environment and some knowledge of labour relations terminology is considered an asset for this position

**Closing Date: Tuesday, August 4 2020**

**Please forward application,  
including a cover letter & resume by e-mail:**

**To: Josef Rieder  
Manager of Human Resources  
Health Sciences Association  
via e-mail at: [jrieder@hsabc.org](mailto:jrieder@hsabc.org)**