Position Profile

IT Manager

Calgary or Edmonton, Alberta

The Opportunity

About

As Alberta's leading investment attraction and promotion agency, Invest Alberta Corporation (IAC) is dedicated to driving economic growth and fostering a business-friendly environment. IAC attracts high-impact, high-value investments by building on Alberta's strengths and competitive advantages to create and win opportunities that make Alberta's economy the most dynamic in North America. IAC strives to create a client and employee experience that aligns with our values; accountable, solution-minded, collaborative, trustworthy, and inclusive. By joining IAC, employees become part of a community of passionate service-oriented people who embody Alberta's entrepreneurial spirit.

Position Overview

As IT Manager at Invest Alberta Corporation (IAC), you will lead the organization's technology strategy, with a strong emphasis on AI integration, infrastructure oversight, and data governance. You will collaborate with internal teams and external partners to ensure IT systems and services support IAC's business objectives, operational needs, and compliance requirements.

This role requires a strategic thinker who is organized, adaptable, and capable of managing multiple projects and deadlines. You should be comfortable working independently and in teams, managing external service providers, and driving digital transformation initiatives.

Responsibilities

Strategic Leadership & AI Integration

- Develop and implement IT and AI strategies aligned with IAC's goals.
- Monitor AI trends and advise leadership on emerging technologies and best practices.
- Identify AI-driven opportunities to improve operational efficiency and decision-making.
- Collaborate with internal teams and external partners to integrate AI solutions responsibly.
- Establish and maintain an AI governance framework to ensure ethical, secure, and compliant use of AI technologies.

IT Operations & Infrastructure

- Oversee all hardware, software, and data management systems in coordination with IAC's external IT partner.
- Manage IT service provider contracts and relationships.
- Supervise junior IT staff and/or students, as applicable.
- Coordinate IT aspects of staff onboarding and offboarding.
- Oversee deployment, integration, and inventory tracking of IT hardware and software.
- Vet and integrate new IT applications to support business needs.
- Maintain disaster recovery and business continuity plans.

Cybersecurity & Compliance

- Lead IAC's cybersecurity program and related training initiatives.
- Ensure awareness and application of Government of Alberta IT regulations and standards.
- Develop and maintain IT policies, procedures, and best practices.
- Create Privacy Impact Assessments (PIAs) for new IT and data applications.
- Review SOC reports to ensure audit compliance.

Data Management & Collaboration Tools

- Support the development and implementation of data management standards and systems.
- Development of custom forms and workflows through Power Platform.
- Maintain and improve IAC's SharePoint system.
- Train staff on IT applications and digital tools.
- Support documentation and automation of key business processes.

Other Duties

- Lead or support ad hoc IT and digital transformation projects as required.
- Complete IT Needs Assessment annually.

Competencies

Accountable: Takes responsibility for the success and challenges of the team's initiatives. Holds themselves and their team members accountable for delivering high-quality work on time. Learns from mistakes and seeks continuous improvement. Acts as a brand ambassador and ensuring brand reputation is upheld internally and externally. Acts without needing to be prompted, showing a strong drive to excel.

Solution-Minded: Uses creativity and ingenuity to meet the needs of internal and external stakeholders. Adjusts strategies and approaches in response to changing circumstances, priorities, or feedback. Demonstrates resilience and maintains effectiveness when faced with ambiguity or unexpected challenges. Works to prevent and solve problems which may arise from working relationships among individuals and/or teams.

Collaborative: Champions a business partner approach when working with internal and external stakeholders. Seeks to understand different perspectives and tailors' approach and messages to address concerns and interests. Builds and maintains strong relationships by delivering value and responsiveness. Capacity to influence without direct authority.

Trustworthy: Approaches relationships with honesty, openness, and clarity. Achieves high-performance through high-quality relationships and high-quality work. Empowers, supports and encourages team members to contribute their personal best. Acts with transparency, ensuring stakeholders are clear on IAC's processes, abilities, and expectations. Handles confidential information and data carefully with adherence to privacy. Demonstrated use of tact and diplomacy, consistently using sound judgement to determine when to appropriately escalate matters.

Inclusive: Engages, welcomes, and values a diverse range of people, perspectives, and communities. Strives to understand different viewpoints and interests. Proactively seeks out new ideas, trends, and tools to enhance IT efforts.

Qualifications

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Minimum 5 years of experience in IT management, including oversight of external service providers.
- Demonstrated experience in developing and implementing AI strategies and governance frameworks.
- Strong understanding of data ethics, privacy, and AI compliance standards.
- Proficiency in project management and cross-functional collaboration.
- Excellent communication, leadership, and problem-solving skills.
- Experience with SharePoint setup and management is an asset.

How to Apply

Interested in being a part of a dynamic organization that was designed to have a positive impact on Alberta's future? If you are looking for an exciting and unique opportunity, to make a difference, and make connections while earning a competitive salary with comprehensive benefits, apply by email, including a cover letter, resume, and salary expectations to:

hr@investalberta.ca

Closing Date: Open until a suitable candidate is found.

Thank you for your interest in IAC.

Only those candidates selected for interviews will be contacted. No phone calls please.
To learn more about IAC & this position please visit: investalberta.ca