

Senior Manager | Information Technology

Final | February 3, 2010



Location: Vancouver

Position Reports to: Executive VP | Technical Services

Direct Reports: Senior Advisor | IT Networks
Advisor | IT Support

Company Name: Hunter Dickinson Services Inc.

Position Summary: Working with a variety of systems and technologies in supporting Hunter Dickinson and its member companies in IT management, consulting & project development. Lead an energetic team in advising, creating and directing the implementation of innovative solutions and business processes for a diverse exploration and global mining group.

Through active participation ensure the Company's activities adhere to the [Responsible Mineral Development](#) philosophy. Implement, enforce and support the highest standards of health, safety and environmental management, local socio-economic interaction and corporate conduct.

Key Result Areas and Specific Responsibilities:

Strategy and vision for information systems design and development:

- Participate in the formation of overall strategic and operational direction to the organization's technological planning, development and management function.
- Responsible for analyzing new technologies and impact on business operations.
- Direct, manage and supervise the HD Group's corporate delivery and consulting services program.
- Provide technological expertise and work closely with the executive management and senior managers to:
 - Develop and implement long-range strategic objectives
 - Manage operating policies & procedures to attain organization's technology goals.

IT Consulting Services to HD affiliated Companies:

- Develop consulting service with HD Group affiliated companies and provide technical expertise to facilitate the identification of new information technology systems and associated business processes.
- Provide advice and expertise regarding all IT issues affecting the HD Group and of its affiliated companies.
- Report findings and recommendation to the Senior Management and/or Directors of the HD managed companies.
- Coordinate and monitor IT consulting projects from initiation through delivery. Ensure projects are completed on schedule, within budget, and objectives are met.
- Provide system project assurance, participate in the design, implementation and/or review for systems implementation projects.
- Ensure new projects adhere to the Information Technology SOX Project Change Management policy & procedure.

Corporate IT Delivery:

- Direct, manage and supervise the HD Group's information systems function including information systems design and development, systems planning, programming, operations, networks, data warehousing, architecture, data processing, data security, systems support, and/or analysis.
- Coordinate, facilitate, and consult with various departments on information systems, communications, and other initiatives.
- Prepare, recommend, and monitor the implementation of approved business plans within operating budgets.
- Direct the development of communication, change management strategies, business process and training documentation for the implementation of new systems.
- Ensure the appropriate support structure is implemented for the HD Group and its affiliated companies.
- Determine short, immediate, and long-term information, security, and disaster recovery needs, and develop strategies and tactics to support the Group's business needs.
- Ensure the maximization of network and service efficiency in providing the appropriate services to the Group.
- Working with the Risk and Compliance Department to develop, implement and monitor IT systems and procedures that will ensure compliance with corporate governance, Sarbanes Oxley & privacy standards affecting the HD Group and its affiliated companies.
- Responsible for resource allocation, including budget & personnel.
- Participate the IT due diligence efforts in mergers, acquisitions, divestitures and spin-off processes.

Technical Field Support:

RESPONSIBLE MINERAL DEVELOPMENT

- Oversee the organization's activities relating to technical field support. Working with field project managers in providing on-site field support functions including installation, repairs, upgrades, expansions, & maintenance.
- Ensure appropriate support levels for all relevant company technical products including software, hardware, network systems, and/or telecommunications products.
- Develop technical product support policies and procedures

Other:

- Lead, mentor and develop the Information Technology team.
- Manage and coordinate the short and long term activities of personnel reporting to this position and review the performance of the progress/achievement of those activities.
- Ensure quality of work performed.
- Participate and contribute in special projects and other related duties as required.

Position Requirements:

Qualifications, Skills & Experience.

- 10+ years of experience in an information technology environment with progressive leadership roles.
- Experience in a mining organization or similar asset intensive complex business preferred.
- Solid understanding of business and operational applications within mining or asset intensive businesses.
- Strong knowledge of two or more the following IT/controls frameworks – AS/NZS 4360, ITIL, COBIT, ISO 17799/ISO 27001, COSO and other.
- Working knowledge of ERP systems, in particular, SAP, JD Edwards, or Microsoft Products.
- Working knowledge of systems hardware and items related to infrastructure and security (e.g. servers, firewalls).
- Working knowledge of certain project management tools and other systems relating to procurement and maintenance.
- Experience in directing the definition and evaluation of business requirements, project scope, process, application testing and subsequent management of projects from start to finish.
- Experience in directing the development, implementation and maintenance of IT SOX policies and procedures.
- Strong business acumen and demonstrated experience in providing strategic contribution to business results and implementing process improvements enterprise-wide.
- Strong track record of project management, budget and timeline management.
- Experience in working with executives and presenting IT strategies and recommendations to the executive level.
- Strong track record of establishing and maintaining relevant IT industry relationships.
- Extensive experience in multiple functional areas and has experience in leading a team.
- Experience managing complex IT environments and infrastructures and exposure to operational outsourcing.

Characteristics &/or Physical requirements.

- Demonstrated ability to work in a client focused, dynamic, fast paced environment
- Able to adapt quickly to changing priorities.
- Demonstrated ability to effect and manage change positively.
- Demonstrated ability to implement leading edge technology solutions, aligned to corporate business strategies.
- Strong leadership skills; ability to provide consultative technology solutions & influence others to gain buy-in and support for implementation.
- Demonstrated performance management and mentoring of a wide range of skills and experience within a broad technology team.
- Self motivated, results oriented with a quality focus.
- Good interpersonal skills and a positive attitude.
- Strong written and oral communication skills.
- Able to travel to support HDSI Group activities.