LEGISLATIVE ASSEMBLY of BRITISH COLUMBIA

POSITION DESCRIPTION

Position Title	Director, Information Technology	**Classification**	Band 5
Department	Information Technology Department	**Date Updated**	November 2026
Reports to	Chief Information Officer		

PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

DEPARTMENT SUMMARY

The Information Technology department (ITD) supports the Legislative Assembly of British Columbia and its Members and their constituency offices, and the departments of the Legislative Assembly Administration by providing reliable, secure and innovative digital services and infrastructure vital to an accessible democratic institution. Through its services, systems, tools and infrastructure, the IT department enables efficient and effective business operations.

POSITION SUMMARY

Reporting to the Chief Information Officer, the Director, Information Technology (Director) provides operational and strategic leadership for the Information Technology Department. Through the Director's leadership, the ITD enables the Legislative Assembly Administration to deliver on its strategic pillars of supporting Members of the Legislative Assembly (MLAs), engaging people, modernizing the workplace and strengthening public engagement. As a member of the Extended Leadership Team, the Director advises the Chief Information Officer and senior leadership on technology risk, investment priorities and emerging digital opportunities.

The Director leads a management team focused on IT operations, business operations, cybersecurity, information management and artificial intelligence, and digital platforms to deliver service excellence and secure, reliable infrastructure at the Legislative Precinct and constituency offices across the Province. Working with business sponsors across the Administration, the Director maintains a Digital Strategy, applies business-driven governance and prioritization, oversees cybersecurity, and champions responsible information management, data and artificial intelligence practices, supporting the efficient and effective operation of the Legislative Assembly.

KEY RESPONSIBILITIES

- Provides strategic direction and leadership for the Information Technology department to ensure cost-effective, reliable and secure IT services for the Legislative Assembly, MLAs and constituency offices.
- Leads delivery of the Digital Strategy and its Digital Roadmap through departmental programs, initiatives and projects that advance the organization's strategic plan and long-term goals.
- Directs long-term planning for the acquisition, integration and lifecycle management of technology, and guides the enterprise architecture capability to ensure solutions align with organizational policies and standards.
- Leads disaster recovery planning and testing, and supports business continuity management for enterprise services.
- Oversees the cybersecurity program in accordance with the Information Security Policy, including the annual workplan that balances security objectives with parliamentary operations and open access, vulnerability management, detection and response, security awareness and training, and management of technology exceptions.
- Leads the development and implementation of governance frameworks for artificial intelligence, data and information management in accordance with the Legislative Assembly policy suite.
- Matures IT governance and process capability using recognized frameworks (e.g. COBIT, ITIL) and maintains the IM/IT policy suite to reflect emerging technology trends and risks.
- Oversees the department's teams: IT Operations (Service Desk, infrastructure and constituency office technology), Cybersecurity, Business Operations, Digital Platforms and Artificial Intelligence, Information Management, and the Copy Centre.
- Establishes the vision for the IT department and builds high-performing teams, employee satisfaction and engagement, and digital capability in cybersecurity, enterprise architecture, data and AI through coaching, training and succession planning, aligned with the People and Culture Plan. Directs work assignments, leave approval, performance evaluation and discipline.
- Decides architecture, platform and technology standards, and determines how new technologies, including AI tools, are assessed, approved, integrated and secured.
- Develops and manages IT operating, capital and project budgets, and is accountable for financial decisions with extensive long-term impact.
- Negotiates contracts and service level agreements, defining service objectives, standards and performance metrics; manages tactical and strategic vendor relationships with clear escalation paths and organizational ownership; monitors performance and authorizes payment.
- Serves as a member of the Extended Leadership Team, advising the Chief Information Officer and senior leadership on technology risk, investment priorities and emerging digital opportunities.
- Ensures technology services and digital tools are accessible, reliable and responsive to the needs of MLAs and constituency offices, including during critical parliamentary sittings.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC
Chief Information Officer
Director, Information Technology

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Bachelor's degree in Computer Science, Information Technology or Business with 7+ years of progressive technology experience or equivalent. An equivalent combination of related education, training, and experience may be considered. Related experience should include some or all of the following:
  - All facets of information technology and information systems strategies and solutions to support and achieve operational and strategic outcomes.
  - Strategic planning, business transformation and implementing best practices.
  - Leading, coaching and developing cross-functional teams.
  - Developing and managing operating and capital budget through monitoring and projections.
  - Working in a complex, distributed IT environment including hybrid and cloud platforms.
  - Leading implementation of IT service management best practice frameworks.
  - Leading cybersecurity programs, including vulnerability management and incident response.
- Certifications in IT Service Management, Project Management and Enterprise Architecture preferred.
- Certifications in IT Governance, Risk Management and IT Security preferred.
- Experience with Workday or similar ERP systems is considered an asset.
- Experience in a public sector or parliamentary environment considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of emerging technologies and trends at the enterprise level, and the ability to assess their applicability to the needs of the organization.
- Demonstrated knowledge of key industry standards and best practices to develop IT improvements and mitigate risk.
- Knowledge of IT governance and service management frameworks (e.g. COBIT, ITIL) and enterprise architecture principles.
- Strong knowledge of cloud platforms and services, and an understanding of DevOps and the software development lifecycle.
- Knowledge of modern cybersecurity practices, including vulnerability management, detection and response, and zero trust principles.
- Knowledge of artificial intelligence capabilities, risks and governance, and the ability to guide responsible, well-governed adoption.
- Understanding of records and information management, data governance and classification, and privacy and access to information requirements.
- Knowledge of disaster recovery and business continuity practices for enterprise services.
- Skilled at providing leadership and strategic direction to successfully operate enterprise-wide IT programs, and at articulating program goals.
- Skilled at championing organizational policy and best practices to ensure effective delivery of IT programs and sound quality assurance processes.
- Demonstrated success in leading business process transformation and organizational change management within complex environments.

- Skilled in financial management, including developing and monitoring operating, capital and project budgets.
- Skilled in negotiating and managing contracts, service level agreements and vendor relationships.
- Comprehensive skills and experience in managing multiple user/business units with diverse needs.
- Strong people leadership skills, including building engaged, high-performing teams through coaching, mentoring and problem resolution.
- Excellent written and verbal communication skills, including presenting complex technical topics to executives, MLAs and other stakeholders.
- Ability to collaborate with senior management, executive leaders and other stakeholders to guide IT decisions and create alignment with the organization's goals and strategic direction.
- Ability to build relationships and network with other government and legislative assembly organizations.
- Ability to maintain strict confidentiality with respect to incidents or investigations.
- Ability to exercise sound judgment in a non-partisan, service-oriented environment and respond effectively under pressure, including during critical parliamentary sittings.