



DIRECTOR, INFORMATION TECHNOLOGY & DATA SYSTEMS

REPORTS TO: Senior Director, Strategic Operations & Corporate Services
STATUS: Permanent, Full-time – Hybrid Position
SALARY RANGE: \$100,000 - \$130,000 (Hiring Range: \$100,000 - \$112,000)
LOCATION: 1300 Yonge Street, Toronto, ON

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

The Director, IT and Data Systems, under the direction of the Senior Director, Strategic Operations and Corporate Services plays a key role in managing and overseeing all of the OHTN's information technology and data systems. The successful candidate will be curious and passionate about exploring innovative and responsive IT solutions that will strengthen the OHTN's ability to generate evidence, collect data, and collaborate internally and externally with key partners.

The Director, IT and Data Systems will manage and supervise a team of two IT specialists, oversee day-to-day management of the OHTN's IT and data infrastructure, and manage vendor relationships to ensure effective operating procedures that comply with all relevant privacy legislation. The Director will also act as the privacy officer for the organization.

JOB RESPONSIBILITIES

- **IT Infrastructure & Data Systems:** Lead the implementation and ongoing improvement of secure, reliable IT solutions and OHTN data systems.
- Develop and execute IT and data strategies and project plans to ensure efficient, high-quality services for OHTN and sector partners.
- Build and manage an IT-as-a-service model that positions OHTN as a backbone service provider for the HIV sector in Ontario.
- Assess partner organizations' IT support needs, negotiate and manage support agreements and SLAs, and ensure commitments are met or exceeded. Be responsible for risk management of all information system projects and lead proactive projects aimed at risk mitigation.
- Develop, monitor and revise as needed key IT and data management policies and procedures, develop guidelines and processes specific to data collection and data management.
- Manage and oversee the implementation of effective operating procedures for all existing IT and data systems and platforms that comply with all relevant privacy legislation.
- Be responsible for the OHTN privacy program and ensure compliance.

- Ensure the IT team responds in a timely and effective way to all IT and data system requests both from internal units and external partners.
- Oversee regular privacy impact and threat risk assessments, and implement changes and solutions where required to meet industry standards.
- Oversee and manage the IT budget and ensure effective use of public resources.
- Develop and negotiate agreements and strategic partnerships with external parties as they relate to information and data systems.
- Manage third party contractors and vendors with respect to support, upgrades and project deliverables.

Leadership

- Serve as a member of the management team, providing strategic advice on the use of information technology and data systems to advance OHTN's mission. Provide leadership, mentorship and coaching support to direct reports.
- Monitor and manage performance of direct reports.
- Lead the recruitment process for IT and Data System staff to fill vacancies as they occur.
- Project manage assigned workload for staff.
- Report on IT and Data System activities to the OHTN board and funder.
- Other duties as assigned

ABOUT YOU

Must-haves (Requirements)

- Master's degree in Computer Science, Information Systems or a related field
- 10+ years of progressive experience in IT and data systems management, including people leadership.
- Hands-on experience with complex databases and data platforms (design, development, reporting/analytics).
- Demonstrated success delivering IT projects on time and within budget.
- Strong communication skills with both technical and non-technical audiences.
- Proven ability to lead, coach and develop a high-performing team.
- Curious, enthusiastic and willing to innovate
- Availability to work in-person a minimum of two days per week.

Assets (Nice to have)

- Experience managing health data / PHI and health information systems.
- Knowledge of PHIPA and related privacy / data security legislation.
- Experience with data linkages (e.g., ICES, EMRs).

HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to careers@ohln.on.ca

- Please use “**2025.11 – Director, IT**” as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file

APPLICATION DEADLINE:

DECEMBER 16TH, 2025

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.

We welcome those who strive to understand and appreciate the diversity of our network, population, and community. Committed to Anti-Racism and Truth & Reconciliation efforts, the OHTN is dedicated to treating everyone respectfully and fairly. We are also committed to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome applications from persons living with HIV/AIDS and from diverse backgrounds - no matter their race, ethnicity, sex, gender identity and expression, sexual orientation, nationality, socioeconomic status, religion, caste, language, age, and health or other status - to join our team.

We continuously act to implement our Anti-Black Racism and Truth & Reconciliation plans and our DEI policy, fostering equitable, inclusive and accessible processes throughout our entire organization. If you require any accommodations during the hiring process, please do not hesitate to let us know and we will work together to meet your needs.