



Position: SharePoint Project Lead
Term: 12-18 Month Contract
Location: Toronto, Ontario, Canada
Reporting to: Director, Information Technology

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in urban design, real estate development, and leading technology infrastructure. Working with the community, and with public and private-sector partners, Waterfront Toronto creates neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

The Opportunity: SharePoint Project Lead

Waterfront Toronto is seeking a SharePoint Project Lead to lead the implementation project of configuring SharePoint as the corporate Enterprise Content Management system. This includes coordinating initiatives between the implementation partner and the organization, completing technical configurations, helping define data governance, compliance and security policies, and documenting both business and technical processes. This role is also responsible for reporting on milestones to key stakeholders.

Once the implementation project is complete, this role may have the opportunity to transition to an administration and support role of Waterfront Toronto's SharePoint system as an Enterprise Content Management platform.

Key Responsibilities:

- Implement the Enterprise Content Management IT Project, completing technical milestones on time including:
 - Implementing recommendations from previous ECM strategy report
 - Implementation of Waterfront Toronto's Record Retention Guideline
 - Classification of Waterfront Toronto's data for sensitivity and security
 - Implementation of Data Loss Prevention and Data Governance
 - Migration of physical copies and file shares into SharePoint Online
- Manage relationships and communications with project stakeholders including internal clients, project steering committee, implementation partner, senior management and Information Technology.
- Identify and communicate project risks and dependencies to relevant stakeholders and ensures they are effectively managed to minimize impact on deliverables.
- Develop and coordinate training for all staff on implementation of new technologies and services
- Develop and apply taxonomies and metadata tags within SharePoint Online to filter and search content effectively.
- Responsible for the day-to-day administration of SharePoint as Waterfront Toronto's ECM platform including providing first and second level support; site creation and management; data management; file and blob Management; site configurations and data backups.
- Responsible for the day-to-day management of Microsoft Teams as a collaborative platform including providing first and second level support; teams creation and management; teams configurations and data backups.

Skills and Qualifications:

- 5+ years administering SharePoint environments including record management, user management and information security.
- 3+ years working with enterprise and data governance.
- Degree or diploma in the field of information technology, information management, computer science or equivalent.
- Significant experience and knowledge of project management, record management, data security, data governance, and data compliance best practices.
- Significant experience and knowledge of SharePoint systems, especially SharePoint Online including metadata and data labeling.
- Significant experience and knowledge of Microsoft Teams, including groups, file management and collaboration.
- Significant experience and knowledge of Microsoft Purview and Defender, especially related to tagging, sensitivity labels, data compliance and data loss prevention (DLP).
- Knowledge of PowerBI, Power Automate/Power Platform, SQL, PowerShell an asset.
- Strong verbal and written communication skills
- Ability to work independently and as a team player in project teams.
- Ability to work under pressure and meet deadlines; prioritize and manage multiple tasks concurrently.

Salary: We offer a competitive salary.

Other Considerations:

During this time, Waterfront Toronto is operating in a hybrid work environment. Employees are currently required to work in our office three days per week and have the option to work remotely for the remainder of the week. This is subject to change by the Corporation.

Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: careers@waterfrontoronto.ca, quoting **File #24-08**, by **May 6, 2024**.

Please indicate in your cover letter how you learned about the job posting and include the specific site or network.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities Act, 2005 (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs, up to the point of undue hardship.