

JOB POSTING

# **SharePoint Project Lead**

# **Contract, Part-time, 9 month Contract (Possible Extension)**

**$38 per hour, 28 hours per week (0.8 FTE)**

Unison Health and Community Services is a non-profit, community-based organization that serves neighbourhoods in North West Toronto. Operating out of six locations, Unison offers core services that include primary health care, counselling, health promotion, Early Years programs, legal services, harm reduction programs, housing assistance, adult protective services, Pathways to Education™ and a Diabetes Education Program. Unison’s mission is working together to deliver accessible and high quality health and community services that are integrated, respond to needs, build on strengths and inspire change.

Unison Health and Community Services is committed to working from an inclusive, pro-choice, sex positive, harm reduction, anti-racist, anti-oppression and participatory framework.

Reporting to the Senior Director of Operations, the SharePoint Project Lead will work with Unison’s project team and units to migrate unit-specific content to Unison’s enterprise SharePoint implementation and OneDrive. Standardized processes and templates have been created for SharePoint. However, customization will be required to adapt the templates to each unit’s specific content management requirements. Initially, the position will be collaborating with teams to analyze current server-based file structures and staff access permissions to develop and implement content migration plans. Following the planning, the SharePoint Project lead will be responsible for migrating all data, testing the migration, creating documentation, and training the staff on the effective use of SharePoint and OneDrive.

A secondary area of focus will be working with the Senior Management Team to create agency-wide guidelines to instruct end-users on the appropriate use of SharePoint and OneDrive for different types of documents and data classifications.

# **Job-Specific Responsibilities:**

* Communicates closely with stakeholder groups to gather information and develop a plan to migrate content from in-house file servers to Unison’s Enterprise SharePoint.
* Develops a migration plan based on unit needs that identifies which assets are appropriate for migration to SharePoint and which are appropriate for OneDrive or MS Teams.
* Create a Data Asset Inventory for each unit.
* Further develops existing SharePoint templates to meet the needs of units.
* Develops and applies taxonomies/metadata tags to filter and search content effectively.
* Develop, modify, and integrate electronic forms.
* Migrate data from on-premises servers to SharePoint, Teams, and OneDrive.
* Assigns end-user access based on existing permission levels.
* Documents issues, analyses, and solutions. Communicate the status of issues to users and management.
* Provide SharePoint support, including diagnostics and troubleshooting and appropriate action to remediate issues.
* Provide staff with SharePoint support, documentation, and training. Create end-user knowledgebase articles.
* Provide technical consultation to other IT or administrative staff on all implementation phases.
* Implement and customize SharePoint-based solutions for collaboration, content management and administrative workflows.
* Continually evaluate existing systems, solutions and processes and provide ideas for improvement.
* Meet regularly with the Project Team and management.

# **Job-Specific Qualifications:**

* University degree or college diploma in a computer-related field OR several years of employment experience in IT and administration.
* Firsthand SharePoint development experience creating SharePoint features and solutions, including apps, master pages, custom page layouts, content types, workflows, and display templates for search.
* Experience with design, development, and deployment of enterprise solutions.
* Proficiency in defining and maintaining taxonomies, custom content types and display templates for SharePoint.
* Experience with project management.
* Effective communication skills and ability to consult and collaborate closely with stakeholders professionally.
* Good analytical and time management skills.
* Experience in producing comprehensive, easy-to-follow end-user guides.
* Can effectively self-manage and work from home/remotely as required.
* Demonstrated ability to learn new technologies quickly and efficiently.
* Ability to work on a team and independently with minimal supervision to achieve project milestones and deadlines.

**This can be an employment or purchase of service contract.**

Interested candidates are asked to email a résumé with covering letter by Friday, May 27, 2022 by 4:00.p.m. to:

Hiring Committee - SharePoint Project Lead

Unison Health and Community Services

[Hirings@unisonhcs.org](mailto:Hirings@unisonhcs.org)

**Please cite UN\_2022\_026 in the subject line of the email.**

**Please be advised that our organization requires all staff, students, and volunteers to be fully vaccinated. Proof of vaccination can be obtained from the Ministry site.**

We welcome applications from people who are reflective of the diverse communities we serve, including those who might need accommodation.

Where needed, accommodations for applicants with disabilities will be provided, on request, to support their participation in all aspects of the recruitment process.

Please note that due to the volume of applications, only those applicants selected for interviews will be contacted.