



As a national, non-profit organization, the Royal College speaks for more than 50,000 medical and surgical specialists and resident affiliates. The mission of the Royal College is to serve patients, diverse populations and our Fellows by setting the standards in specialty medical education and lifelong learning, and by advancing professional practice and health care. Located in Ottawa, the Royal College offers a stimulating and professional work environment.

Microsoft Office 365 and Azure AD - System and Network Administrator

Information Management and Technology Services (IMTS)

Reporting to the Leader of Infrastructure Operations, the O365 and Azure AD Administrator acts as the subject matter expert on the Microsoft Cloud platform services and works in collaboration with a small team of System and Network Administrators to support day to day administration of the organization's systems in areas such as Microsoft On-Premise and Cloud, Network Communications, Server Infrastructure and general security of systems. We are looking for an O365 specialist upfront, who has the desire and potential to contribute in these other capacities over time.

The Opportunity

The Royal College is implementing Microsoft O365 applications including MS Teams and Sharepoint across our organization and we need your expertise! Do you have experience administrating O365 tenants, products and services? Do you have experience in being the lead administrator providing system integration advice? How about partnering with the Solution Architect and project team through the change management period into operational stages? Do you know how to tackle PowerShell scripting language along with task automation and how to troubleshoot along the way? If you said "I can do this", we want to hear from you!

We are committed as an organization to adhere to public health guidelines in support of our employees and their families. As such, we have recently extended our remote work arrangements for most of our teams to January 4, 2021. Flexibility is key in our new world. Connect with us to learn more.

Here's an insight into your typical day to day:

- Serve as the expert in cloud functions such as Azure (IaaS), (PaaS), Office 365, Azure AD, and High availability
- Enable various O365 solutions for organizational operational needs
- Manage access controls for higher level management of permissions to weigh in on decisions, verification and validation with questioning in collaboration with our Service Desk team.
- Contribute to the implementation of Office 365 roadmap, solutions and applications such as Teams, Power Apps, OneDrive Enterprise.
- Develop, maintain and update Office 365 governance documentation.
- Provide second level support services to staff for complex, technical and configuration issues related to Office 365 applications.
- In consultation with IMTS colleagues, perform the integration and testing of applications that support or integrate with Office 365 solutions.
- Be responsible for SharePoint online Architecture and Administration: site creation, role assignment, access management, audit, DLP and data retention, Apps and Workflows plus One Drive for Business.
- Monitor and manage the user licensing with Office 365.

You're someone with...

- Degree or Diploma in Computer Science, related field, or equivalent combination of education and experience.
- 5 years of experience in the following systems, technical/troubleshooting and operational support:
 - Microsoft Exchange services
 - Microsoft Server Administration
 - Network Communications
 - Microsoft SCCM/Intune
 - Virtualized Platforms (VMware, Azure, AWS)
- Demonstrated exposure to and knowledge of IT security.
- Significant experience of O365 tools and administration (SharePoint Online, OneDrive, Exchange Online, Exchange hybrid, MS Teams, etc.)
- Significant experience in PowerShell scripting language and task automation
- Proficiency with troubleshooting and support of Remote Access technologies and VPN connectivity as well as encryption technologies such as Ipsec, SSL/TLS, PKI or other
- Demonstrated experience with backup/restore operations and troubleshooting
- Capability to lead and work well independently and in a team environment.
- Ability to communicate Information Technology terminology and solutions in an easily understood manner for internal stakeholders.
- Capacity to work well under pressure, meet numerous deadlines, exercise good judgment, exercise a high level of discretion when dealing with confidential data and/or situations.
- Self-motivated with the ability to prioritize, take initiative, manage changing priorities and work on different initiatives simultaneously.
- Research skills and the ability to perform industry analysis for updates and enhancements to keep current while documenting and sharing findings accordingly.
- Responsible to provide after-hour support and on-call support as required.

Technical Proficiencies

- Microsoft Azure AD, Active Directory, AD, DNS, DHCP, DFS, RADIUS, ADFS.
- Knowledge of LDAP directories.
- Knowledge of System Center Configuration Manager (SCCM).
- Experience with Microsoft Intune, Mobile Device Management, Mobility and Security.
- Networking, Firewall and Load Balancer.
- VMware infrastructure and environment
- PowerShell scripting (significant)
- Logging and Monitoring
- Storage Area Networks
- Microsoft SQL Server + MySQL
- ITIL/Change Management
- Understanding of security technologies and frameworks as well as data encryption technologies.

How to get noticed:

Please forward your résumé, covering letter and salary expectations by **August 23, 2020** to careers@royalcollege.ca. To ensure the hiring committee reviews your application, quote posting *JD1009, last name, first name* in the email subject line.

We sincerely thank all applicants for their interest; however, we will only contact those under consideration. An eligibility list may be established for similar positions of various tenures. The list will be retained for a maximum period of 18 months.

Royal College is committed to building an inclusive and accessible learning and working environment. We believe in and promote the rights of all persons with disabilities as outlined in the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA 2005) and its related Accessibility Standards Regulations. To meet this commitment, the Royal College will make appropriate accommodations available. As required, please inform People Services of the nature of any accommodation(s) that you may require to ensure your equal participation.

[Click](#) to learn about Royal College and visit us at royalcollege.ca

Accountability • Collaboration • Integrity • Respect



Responsabilité • Collaboration • Intégrité • Respect