



Dnaagdawenmag Binnoojiiyag

Child & Family Services

517 Hiawatha Line

Hiawatha First Nation, ON

K9J 0E6

Employment Opportunity Manager, Records Information

Purpose of the Position:

The Manager, Records Information Management is responsible for leading the coordination and planning of information management and disclosure services. Reporting to the Director of Services, the Manager is responsible to facilitate the information life cycle, ensuring that records and information are managed in accordance with the Agency policy and procedures, Ownership, Control, Access and Possession (OCAP) principles, all applicable Provincial and Federal information acts including, the Child, Youth and Family Services Act.

All types of records and information will be stored and disclosed appropriately according to format, which will be in compliance with all applicable laws and industry regulations, while ensuring the storage and release of records is secure, yet readily accessible to authorized persons across the organization.

The Manager, Records Information Management will also be responsible for the supervision of the Records Information Management staff and Disclosure staff which encompasses training and direction to support the organization.

Responsibilities:

- Managing department personnel matters including reviewing, screening and interviewing staff as referred from Human Resources and participating in the interview and selection process when necessary.
- Communicating Information Management services and the Disclosure roles, responsibilities, and expectations of the Information Management and the Disclosure service to the organization.
- Develop and implement policies and procedures for standardizing information management and disclosure throughout the organization.
- Develop standards to ensure that all information generated is coherently uniform in structure and appearance while in accordance with Ministry standards and Agency policy and procedures.
- Assist in the preparation of a long-term plan for information management including standards and guidelines, based on organizational goals. Provide Information Resources and Disclosure coordination and tracking of these services provided to the Agency.
- Develop and implement guidelines for the acquisition and appropriate use of electronic records management tools and resources.

- Responsible for the supervision of the Disclosure team and process.
- Create archives and implement strategies for records storage, security, longevity, and ongoing preservation. Gather archival information resources from official repositories and transferring them into archives. Maintain the archives including actions necessary to ensure the perseveration of older records and information resources.
- Formulate and execute plans for records retention and disposal for all Agency information including Services and administrative.
- Maintain knowledge of developments in standards and technologies within the records and information management industry.
- Working closely with the Manager of Quality Assurance, coordinate and manage the quality assurance process with records creators.
- Develop and maintain policies and procedures for areas supervised.
- Execute other duties as shall be assigned from time to time.

Management:

- Build and promote a safe, healthy, respectful workplace in accordance to the Agency policies and procedures, Ministry standards and regulations and all legislative requirements and be accountable for staff to meet this responsibility.
- Ensure practices are in compliance with all applicable legislation, policy and procedures.
- Recruit, retain, motivate, evaluate, counsel, discipline, and recommend for promotion or dismissal personnel in all department areas in consultation with the Director, Human Resources.
- Participate as a member of the Agency Management Team including attendance and participation in various meetings and committees, as well as the completion of associated assigned tasks.
- Participates in monthly management meetings to ensure management's control and direction according to plan.
- Ensures that the workload of any staff members reporting to her/him is effectively distributed on the basis of regular review.
- Ensures the development and maintenance of effective communications between management, staff and functional units of the Agency.
- Ensures that each staff member reporting to her/him is evaluated as per the HR policy in relation to applicable position descriptions; and assists with the development of the annual training plan to ensure that it addresses both identified weaknesses and the professional development needs of her/his staff.

Financial Management

- Implements and oversees designated budgets that are in compliance with the Agency financial management policies and procedures, and the terms of funding agreements; and
- Approves staff time sheets, mileage and reimbursement expenses.

Community Relations

- Ensures positive working relationships between the Agency, First Nation partners, Métis and Inuit communities served and relevant external agencies.

Knowledge and Skills:

- Bachelor's Degree in a computer science or related discipline or equivalency in a post-secondary education and experience;
- Minimum of 5 years in a supervisory position, preferably in a non-profit unionized environment;
- Demonstrated understanding of records life cycle;
- Demonstrated understanding of records and information technologies e.g. Electronic Document and Records Management applications, scanning/OCR technologies;
- Demonstrated knowledge of standardized classification systems and technologies;
- Experience working with various forms of storage media including paper digitally scanned images, disk, tape, CD ROM, microfilm;
- Working knowledge of archiving and publishing tools, including Adobe products;
- Hands on experience with content storage servers and a range of database platforms;
- Understanding of project management principles;
- Excellent knowledge of legislation and regulations governing information; security and access such as FIPPA – Freedom of Information and Protection of Privacy Act, and Part X of the CYFSA;
- Supervisory or leadership experience;
- Excellent written, oral, and interpersonal communication skills;
- Ability to conduct research into emerging e-record technologies and archiving best practices and methodologies;
- Highly self-motivated and directed with keen attention to detail;
- Good analytical and problem- solving abilities;
- Able to prioritize and execute tasks in a high-pressure environment;
- Advanced skills in the use of Microsoft Office software including Excel (spreadsheets), Word and Adobe Acrobat Pro;
- Excellent oral and written communication skills;
- Proven leadership and planning abilities;
- The Employer reserves the right to waive the required qualifications in the event of other exceptional qualifications or experience;
- A solid understanding of and sensitivity to the experiences of First Nation, Metis and Inuit peoples in Canada, and the impact of the legacy of Residential Schools and the “Sixties Scoop” upon them is essential.

Ability Requirements

- relate effectively to and supervise staff as a diplomatic and flexible team player;
- work effectively with the management and staff of other programs/agencies;
- effectively manage secure and confidential information;
- communicate effectively in writing and verbally;

- provide an acceptable CPIC and VPSS; and
- able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of PL & PD insurance coverage for at least \$2,000,000.00.

Salary Range: \$81,000.00 - \$96,769.00 (Dependent on Education and Experience)

Closing Date:

- Posting open until filled;
- Incomplete applications will not be considered;
- Only those selected will be contacted for an interview.

For Application to be considered please submit:

- Application for Employment - available at www.binnoojiiyag.ca
- Cover letter and Resume
- 3 work related references

Human Resources, Recruiting Coordinator
Dnaagdawenmag Binnoojiiyag Child & Family Services,
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Hiawatha First Nation, ON K9J 0E6
Fax: 705-295-7137
Email: careers@binnoojiiyag.ca

Notes:

- Persons of First Nations, Inuit and Métis ancestry as well as members of Dnaagdawenmag Binnoojiiyag Child & Family Services First Nations are encouraged to apply.
- For a full job description and any questions please email: careers@binnoojiiyag.ca