**Position Title**  
Records and Information Management Specialist  
**Classification**  
Grid Level 30

**Department**  
Digital Information Office  
**Position #**  
TBD

**Reports to**  
Director, Digital Information Strategy and Governance  
**Date Updated**  
March 2020

---

## PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

## DEPARTMENT SUMMARY

The Digital Information Office (DIO) is accountable for the Legislative Assembly’s digital strategy and information governance programs, optimizing the strategic value, management and use of Assembly information. The DIO leads the development, implementation, monitoring and continuous improvement of an information governance (IG) program, enabling the Assembly to comply with all policy-based, legal and regulatory requirements while minimizing information risks. Through its IG program, the DIO supports Assembly departments and functional units with direct advice and assistance on records and information management (RIM) policies, procedures and processes; developing, implementing and/or improving records systems; training and ongoing support. The DIO actively promotes information governance Assembly-wide through consultations, collaborative digital projects, cross-departmental committee work, and IG literacy initiatives.

## POSITION SUMMARY

Reporting to the Director of Digital Information Strategy and Governance, the Records and Information Management Specialist will guide the development, implementation and maintenance of the Legislative Assembly’s information management (IM) program. The role will provide IM expertise and guidance to all levels of the organization on IM strategies, policies, procedures and systems, ensuring organizational best practices in the fulfillment of functional and statutory IM requirements.

## KEY RESPONSIBILITIES

1. As an IM subject matter expert, leads in the assessment, development and implementation of appropriate departmental and enterprise IM policies, processes and procedures.
2. Serves in several project leadership and management roles related to the design, development and implementation of IM projects, ensuring project goals are met.
3. Conducts information risk assessments and recommends, plans and supports the implementation of effective risk mitigation strategies.
4. Works directly with stakeholders to identify IM-related business requirements, ensuring they are translated into information management system requirements.
5. Develops classification schemes and associated file plans, and supports the creation, updating, and maintenance of Assembly information retention schedules.
6. Guides Assembly departments on procedures for designating vital records and implementing plans for their protection.
7. Coordinates with Parliamentary Counsel to ensure legal, regulatory and policy-related requirements are met in maintaining the privacy, confidentiality and security of information.
8. Works closely with the Assembly’s IT team to mediate risks related to storage of, access to and confidentiality of information.
9. Works closely with technical staff on IM-related development projects, ensuring that technological solutions meet Assembly IM requirements.
10. Prepares and delivers presentations, training, briefings and other professional communications, supporting varied client groups and frequently communicating with all management levels.

OTHER FACTORS - This section is designed to help identify other key factors that are considered as part of job evaluation and benchmarking.

LEADERSHIP/SUPERVISORY

- Provides leadership and direct oversight of the development and implementation of information management procedures, processes and systems to meet specific Legislative Assembly organizational requirements.
- Plans, organizes and provides training and oversight for activities of project teams.
- Leads training of all Legislative Assembly staff (approximately 350, and at all organizational levels) in IM policies, procedures and processes.
- Interfaces with senior management, supervisors and other staff members to obtain information for system requirements and exchange information regarding projects.
- Briefs members of the Assembly executive and governance committees on IM issues related to risk management and strategic IM policy.

DECISION MAKING/INDEPENDENCE

- The role exercises considerable independence to assess the organization’s IM risks, evaluate functional requirements and develop recommendations that influence strategic IG/IM decision-making with significant long-term impact.

RESPONSIBILITY FOR FINANCIAL & MATERIAL RESOURCES

- Major responsibility for developing, implementing and managing the Legislative Assembly’s information and records management programs.
- Trains users on steps needed to ensure integrity and authenticity of the information assets created, managed and disposed of in their business processes, directly influencing the organizational value of information assets.
- Develops cost-benefit analyses for information systems purchases and resources required to support program areas in relation to IM.
- Provides expertise and recommendations on contracted services and evaluates contract performance for purpose of releasing payment.
- Major responsibility for advising on the internal capacity and proper resourcing of IM initiatives, including short- and long-term staffing, contract assistance, information systems development, and other cost initiatives.
- Identifies information management gaps and makes recommendations for departmental and enterprise policy, process and procedural improvements that will ensure the integrity, authenticity and availability of information assets across the organization.
ORIGINIZATION STRUCTURE

Director of Digital Information Strategy and Governance
Records and Information Management Specialist

SELECTION CRITERIA

EDUCATION, TRAINING, EXPERIENCE:

- An advanced degree or postgraduate certificate in records management, information management, digital preservation, archives management, or a related discipline. An equivalent combination of related education, training and experience may be considered.
- Three years of recent, relevant experience designing and implementing records and information management policies, procedures and processes.
- Experience in developing and delivering training in processes and procedures where results have been measured and/or feedback implemented to improve program outcomes.

Preference may be given to applicants with one or more of the following:
- Relevant professional certification—e.g., CRM, CRA, CIP, IGP, CISA, PMP.
- Experience in developing vital records management or privacy management programs.

KNOWLEDGE, SKILLS & ABILITIES:

- Strong knowledge of records and information management methodologies and processes and information lifecycle management concepts.
- Strong knowledge of jurisdictional privacy laws and requirements, information controls related to access and privacy, security information classifications, and information-handling procedures related to confidential materials.
- Knowledge of IG maturity frameworks and the Generally Accepted Recordkeeping Principles.
- Skilled at information gathering, applying business process analysis techniques, and conceptualizing and translating complex processes into practical solutions.
- Strong business writing skills and the ability to communicate complex information and processes to non-technical stakeholders and end-users.
- Demonstrated ability to establish, maintain and promote relationships to meet project objectives and influence outcomes.
- Knowledge of program requirements related to active business records and vital records.
- Knowledge of processes relating to legal discovery and holds on digital materials.
- Knowledge of project management methodologies.

COMPETENCIES

Service Orientation is understanding the service needs of a client/customer (internal or external) and actively focusing on anticipating, meeting and exceeding the needs in a timely and appropriate manner.

Teamwork and Cooperation is working cooperatively with diverse teams, work groups and across the organization to achieve group and organizational goals. This includes communicating effectively and collaboratively with others.

Results Focus is taking action to achieve challenging goals or high standards. It is focusing on the desired outcomes, setting challenging goals, and taking action to meet or exceed them.
**Problem Solving and Judgment** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

**Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one’s approach as situations change and accepting changes within one’s own job or organization.

**Listening, Understand and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to spoken and unspoken or partly expressed thoughts, feelings and concerns of others.