



**First Nation of Na-Cho Nyäk Dun**  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Records and Information Management (RIM) Coordinator  
**Department:** Administration: Information Systems  
**Salary Range:** Starting \$32.68 per hour (Level 7)  
**Term:** Full Time (75 hrs/ bi-weekly)  
**Closing Date:** September 22<sup>nd</sup>, 2017

**Job Summary:**

The Records and Information Management (RIM) Coordinator is responsible for developing and maintaining the FNNND records management program. The RIM Coordinator develops, implements and maintains the records management program that incorporates industry standards and best practices, focused on records creation, maintenance, retrieval, storage and disposition. The position is also responsible for developing and maintaining business rules for all areas of records management, developing and delivering records management training programs.

**Main Duties:**

- Develop FNNND records management standards, policies, guidelines and business rules for the management of FNNND records;
- Ensure that all FNNND records management policies, guidelines, best practices and business rules are implemented within departments;
- Developing, implementing, and maintaining the FNNND Records Classification System;
- Compile records report for requests of personal information access according to the FNNND Privacy Act;
- Develop and maintain current guidelines and business rules for the records transfers, storage and retrieval of records stored in the Records Centre;
- Coordinate the delivery of records storage, maintenance, retrieval and re-shelving services in the Records Centre;
- Evaluate long-term storage needs in the FNNND Records Centre and ensure space is available when needed;
- Conduct an annual review of records and prepare and coordinate disposition recommendations for FNNND departments.
- Developing records management communications such as Records Management bulletins for internal use;
- Developing FNNND records management training for current and new employees;
- Monitoring changes in legislation, regulation or policy which may affect the classification, retention and disposition of FNNND records;
- Liaising with departments on a regular basis to ensure that the FNNND Records Classification System is meeting the needs of the departments;
- Provide advice and technical support on the FNNND Records Classification System and all other aspects of the FNNND records management program;
- Represent FNNND in a professional manner at internal and external Records and Information Management forums; and
- Other duties as required.

**Qualifications:**

**Education & Experience:**

- Minimum 2 years post-secondary education in records management or related field, or combination of education and past relevant experience.

**Conditions of Employment:**

- Valid Class 5 Driver's License and Driver's Abstract
- Security clearance

For a copy of the job description or to submit your Cover Letter and Resume please contact:

**Ronalda Moses, Manager, Human Resources**

**First Nation of Na-Cho Nyäk Dun**

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