

First Nation of Na-Cho Nyak Dun (FNNND)

Position Title: Records and Information Management (RIM)
Coordinator
Department: Administration
Supervisor: Manager, Information Systems (IS)
Date: September 2017
Status: Regular Full-time Term
Classification: Level 7

Job Summary:

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

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.

Impact / Accountability:

Proper records handling is crucial for all departments to meet their program goals and satisfy their service delivery requirements. The position's documentation guidelines and support activities have a significant impact upon the day to day business of the departments. Errors in judgment made by incumbent may have consequences in terms of the cost of lost time, hardware damage, disruption of work schedules and lowered productivity.

Decision Making:

The position works within defined parameters established by the Manager, Information Systems with some alternatives to choose from in developing program direction. Problems must be solved within parameters established.

Working Conditions:

The incumbent will be required to lift records boxes of approximately 25lbs for one to two hours per day. Work is normally carried out in an office environment, however there will be a need to work in storage facilities to clear out backlog of records. The incumbent is exposed to paper dust and mold.

The position has to manage a number of projects at one time, and may be interrupted frequently to meet the needs and service requests. The work environment may be busy and noisy. Excellent organizational skills are an asset. The incumbent must have time and stress management skills to complete the required tasks proficiently.

Qualifications:

1) Education & Experience:

- Successful completion of at least two years post-secondary education in Records Management or related field, or combination of education and past relevant experience;
- Knowledge of Records and Information Management systems, standards and legislation;
- Knowledge of principles and techniques of retention and disposition scheduling;
- Broad understanding of all aspects of FNNND operations;
- Experience in formal writing procedures for policy and proposal writing;
- Able to prioritize tasks effectively;
- Communication skills (i.e. problem solving/ trouble shooting, customer service, conflict resolution); and
- Able to utilize software tools within the Microsoft Office suite (Word, Excel, PowerPoint, etc.).

2) Office Procedure/ Equipment Skills:

- Computer skills (Microsoft Office);
- Phone, fax, copier;
- Internet, E-mail, word processing, and Excel; and
- General office procedures, filing, and database management.

Conditions of Employment:

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