



## **IDENTIFICATION**

| <b>Department</b>      | <b>Position Title</b>                 |                                   |
|------------------------|---------------------------------------|-----------------------------------|
| Finance                | Senior Information Management Analyst |                                   |
| <b>Position Number</b> | <b>Community</b>                      | <b>Division/Region</b>            |
| 15-0081                | Yellowknife                           | Enterprise Information Management |

## **PURPOSE OF THE POSITION**

The Senior Information Management Analyst position is responsible for overseeing the implementation, maintenance, and use of the Government of Northwest Territories' (GNWT) common records disposition authorities (i.e., Administrative Records Classification System (ARCS) transitory records schedule) and providing expert advice and guidance in the development of the GNWT's standard records classification system for operational records of departments, boards, and agencies (i.e., Operational Records Classification Systems (ORCS)).

This position works with clients to manage their recorded information in accordance with Federal, GNWT and Nunavut acts and regulations, and with GNWT policies and procedures. The position supports the implementation, maintenance, and use of electronic information management systems throughout the GNWT, and in the operation of records centres for effective storage, retrieval, and disposal of government documents.

The position develops procedures and delivers training programs in these areas to support the efficient management of recorded information in all formats.

## **SCOPE**

The Senior Information Management Analyst operates in Yellowknife and reports to the Manager, Information Management Compliance.

This is a pivotal position in the development and promotion of recorded information management procedures, standards, and guidelines throughout the GNWT and in coordinating the implementation and maintenance of the GNWTs ARCS, the development of ORCS, the management of records centers and supporting in the implementation and use of electronic



information management systems.

GNWT's recorded information must be managed efficiently and effectively according to relevant legislation, policies, procedures, guidelines, and accepted records management practices. There is a requirement to manage information efficiently to avoid breaches of records confidentiality and security, information being destroyed before its legal disposition date, and to ensure access to information is readily available. There is also a requirement to identify and protect vital records and ensure that semi-active records are stored in a records center rather than in high-cost office space.

The position works closely with the Manager, IM Compliance, and liaises extensively with departmental records management teams, regional Department staff, and with program and administrative staff throughout the GNWT. Requests for assistance may be general in nature and easily processed or may be more complicated and necessitate one or more on-site visits to the client. The position will handle most issues independently. As much of the work is demand-driven, the position requires the ability to prioritize and manage multiple tasks simultaneously.

Recorded information management is a dynamic and evolving field. This position must address the complex and challenging issues raised by the growth of electronic records, e-mail messages, and emerging information technologies. The Senior IM Analyst contributes both technical expertise and knowledge in addressing the GNWT's electronic information management needs through the overall maintenance of both government-wide and departmental information management strategies, standards, and systems.

The Senior IM Analyst must be an excellent communicator, with a strong commitment to customer satisfaction and the ability to work with users at varying levels of technical knowledge.

## **RESPONSIBILITIES**

### **1. Improves recorded information management systems within the GNWT.**

- Assist with the development of GNWT-wide records management policies, procedures, standards, and guidelines.
- Assist with the development of communications that assist employees of the GNWT to manage their information holdings.
- Monitor legislative trends which may affect the retention of records and the use and admissibility of electronic records in court.
- Develop records classification systems to schedule the records of all GNWT departments, boards, and agencies.
- Develop and deliver GNWT records management training modules.
- Assess new technologies and prepare reports for the Manager, IM Compliance and clients.



- Provide technical advice and support to all departments, boards, and agencies on records scheduling; vital records; electronic records; micrographics; disaster planning; records transfers and dispositions; forms, reports, and correspondence management; and alternate forms of records storage.
- 2. Maintains the GNWT's Administrative Records Classification Schedule (ARCS).**
- Monitor changes in legislation which may affect the retention of administrative records scheduled under ARCS.
  - Liaise with stakeholders to ensure that ARCS meets the GNWT's requirements.
  - As required, prepare ARCS amendments for approval.
  - Update and maintain ARCS training course materials.
  - Monitor the use of ARCS within the GNWT.
  - Coordinating the delivery of ARCS training within the GNWT.
- 3. Assists departments, boards, and agencies to manage their recorded information.**
- Provide advice and technical support on the implementation of the GNWT's ARCS, appropriate ORCS, and technical support, advice, and training on the implementation of electronic information management systems.
  - Provide technical advice and assistance in the development of ORCS, ensuring that retention periods follow all relevant legislation, regulations and accepted GNWT standards.
  - Develop tools for use by departments to assist in the development of ORCS.
  - Develop/Amend ORCS for departments in certain circumstances as determined by the Manager, IM Compliance.
  - Assist departments, or take a lead role in the ORCS planning, research, requirements analysis and design activities.
  - Assist in the development of procedures and guidelines for the operation of records centers and the storage, retrieval, and disposal of GNWT records.
  - Identify and document best practices that can be applied in other departmental implementations (IE: naming conventions, permissions, etc.).
  - Assist clients to manage their recorded information in accordance with Federal, GNWT and Nunavut acts and regulations, and with GNWT policies and procedures.
- 4. Ensures the efficient use of the records centers.**
- Conduct records center reviews/audits.
  - Monitor the availability of storage facilities for semi-active and long-term records.
  - Monitor the activities in the HQ records center to ensure that the facility is being run efficiently and effectively.
  - Develop procedures and standards to enhance the security, safety, and confidentiality of records.
  - Provide records management training to regional records center staff.



**5. Reviews, authorizes and processes GNWT records dispositions.**

- Reviews records disposition requests from client departments, boards, and agencies, ensuring that records are scheduled correctly, and the required paperwork prepared.
- Conducts annual GNWT records centers reviews and prepares disposition recommendations for clients.
- Liaises with the Government of Nunavut to ensure that GNWT and Nunavut records are disposed of in accordance with the Nunavut GNWT Memorandum of Understanding on Records.
- Obtains the consent of the Nunavut Records Manager for all GNWT records dispositions.
- Monitors halts on dispositions.
- Liaises with the HQ warehouse technician and the regional records center contacts to ensure only relevant records are disposed of.
- Ensures that departmental records in storage and the Digital Integrated Information Management System (DIIMS) are updated to reflect dispositions.
- Coordinates disposition requests from Nunavut, liaising with GNWT departmental records coordinators to ensure that the GNWT's interests are protected.
- Maintains the official disposition files for the GNWT.
- Liaises with NWT Archives staff to ensure the efficient transfer of archival records.
- As required, drafts procedures for records disposition processes.

**6. Reviews, authorizes, and processes records transfers into the GNWT records centers.**

- Reviews records transfer requests from clients, ensuring that records are scheduled correctly, and the required paperwork is accurate.
- Liaises with departmental record coordinators to process transfers.
- Liaises with warehouse technician or regional records center contacts to ensure appropriate records are transferred into the records center and that DIIMS is updated to reflect records transfers.
- As required, drafts procedures for records transfer processes.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual demands.



### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the development of Operational Records Classification systems (ORCS) – specific to the functional based retention schedule model.
- Knowledge of the development and delivery of information management training modules.
- Knowledge of recorded information management theory and practice.
- Skills using document management systems.
- Skilled in the development of policy and procedures, business rules and best practices.
- Experience using word processing, spreadsheets, and databases.
- Experience in developing and delivering training seminars.
- Ability to interpret legislative and policy requirements related to records management.
- Skills in strategic planning.
- Skills in developing and delivering training seminars.
- Knowledge of indexing and classification systems.
- Knowledge of Access to Information and Protection of Privacy (ATIPP) legislation.
- Oral and written communication and presentation skills.
- Analytical skills and the ability to exercise sound judgment.
- Ability to provide subject specific training to a wide and diverse audience.
- Familiarity with government organization, procedures, and protocol.
- Ability to schedule and complete combinations of tasks with conflicting priorities or deadlines.
- Experience in interpreting legislative and policy requirements related to records management.
- Experience using electronic records management software and document management systems.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

### **Typically, the above qualifications would be attained by:**

A relevant diploma with 2 years of experience.

Equivalent combinations of education and experience will be considered.



## **ADDITIONAL REQUIREMENTS**

### **Position Security** (check one)

- No criminal records check required.
- Position of Trust – criminal records check required.
- Highly sensitive position – requires verification of identity and a criminal records check.

### **French language** (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

### **Indigenous language:** Select language

- Required
- Preferred