



IDENTIFICATION

Department	Position Title	
Finance	Records Coordinator	
Position Number	Community	Division/Region
15-1322	Yellowknife	Shared Corporate Services

PURPOSE OF THE POSITION

The Records Coordinator plans, designs, implements and improves the efficient and cost effective management and control of the department's records in order to ensure that information is properly stored and readily available as required, in accordance with Government of the Northwest Territories (GNWT) legislation, policies and procedures,.

SCOPE

Reporting to the Manager, Information Services (Manager), and as part of the Information Service Unit within the Shared Corporate Services Division, within the Department of Finance, the Records Coordinator delivers services to the Departments of Finance, Executive and Indigenous Affairs, Lands, Environment and Natural Resources (ENR), Industry and Tourism and Investment (ITI), and the Business Development and Investment Corporation (BDIC) (Departments).

The Records Coordinator is a pivotal position that provides expertise in the development and promotion of records management policies, guidelines, and procedures across the above Departments. The incumbent is accountable for ensuring that an effective departmental records management system is functionally managed, understood and maintained.

The incumbent is required to consult with and have clear and frequent communication with various departmental staff regarding the records function. As there may be competing priorities, the incumbent must manage multiple projects and reprioritize activities on a regular basis as required.

Time is spent inspecting boxes of semi-active records and file cabinets, meaning a frequent need to bend and an occasional need to lift boxes. Boxes need to be lifted or moved short distances about once a week. On occasion, the incumbent will be exposed to dust, mildew and or degraded records boxes in storage areas and within the storage boxes.

The Information Service Unit supports employees across the supported Departments and organizations, whether at Headquarters in Yellowknife or in regional Offices, Fort Smith, and Hay River, Fort Simpson, Norman Wells, and Inuvik or area offices throughout the Northwest Territories (NWT).

The incumbent may travel to regional offices to train and assist in records management.

RESPONSIBILITIES

1. Plan, develop, implements and maintain an efficient cost- effective information management system compliant with GNWT legislation and policies in order to enhance departmental productivity and provide timely access to timely access information.

- Develop, implement and promote adherence to policies for the management and timely access of records including the retention, destruction, and archival storage requirements.
- Establish procedures to identify, maintain and preserve information and vital records needed to protect the interests of the department, the government and their clients as required by federal and territorial legislation.
- Collaborate with the Manager in the creation of Operational Records Classification Schedules (ORCS).
- Manage “Change” from paper to the electronic records management system as it relates to records management.
- Assist in the development, implementation, and maintenance of department wide record management standards, policies, and procedures.
- Conduct and present records management audits within the departments and prepare recommendations for changes in business practices.
- Work with the Manager to serve as a primary point of contact for the Deputy Ministers, Senior Managers, and other departmental staff on records management issues.
- Take a lead role in ensuring that departmental staff and managers become more effective and efficient by developing and providing in-service and hands-on training on records management.
- Develop departmental guidelines and implement process and procedures for the proper identification and handling of active and inactive records, including implementation of administrative records classification and retention schedules.
- Support and respond to needs in a timely manner by developing effective and trusted working relationships and rapport with key people in each of the Divisions/sections and regions and by using a consultative approach.
- Facilitate and lead the development of future records management initiatives, procedures and policies.

- Review and reports on the use of information system with the Manager. Document gaps and changes due to evolving business requirements
- 2. Maintain appropriate storage and retrieval systems on behalf of the Departments.**
 - Ensure that records for storage are properly identified, inventoried and boxed, and that accurate "Records Transfer to Records Centre" forms are used. All forms are prepared by divisions/section and quality assurance and retained by the Records Coordinator.
 - Work with other Shared Corporate Services staff to facilitate records retrievals from the Government Warehouse and departmental storage areas.
 - Ensure that systems are in place to identify and manage the long term preservation and retrieval of vital records. Recommend preservation strategies such as scanning.
 - Provide advice and direction to staff about applying Administrative Records Classification Systems (ARCS) and ORCS to active filing and electronic records and backlog.
 - Identify records ready for disposition, ensuring that they are boxed according to their final disposition status and obtaining the appropriate level of consent from Senior Management.
 - Maintain an up to date list of all department records sent for disposition so that there is a record of records destroyed under normal business practices in case of access or legal requests; liaising with internal staff to process record transfers and dispositions.
 - 3. Oversee the classification and utilization of a centralized electronic records management information system within the Departments.**
 - Assist in the development and implementation and adherence of departmental policies for the management of electronic records including the retention, destruction and archival storage requirements of the records.
 - Establish, maintain and report on a centralized electronic filing system for each division within the Department to ensure staff have access to the information and records they require in fulfillment of their duties.
 - Assist in the implementation and continued support of the GNWT's Digital Integrated Information Management System (DIIMS) including user assistance and training.
 - 4. Assist departments in responding to formal requests made under the Access to Information and Protection of Privacy Act (ATIPP) as well as legal proceedings.**
 - Coordinate and perform electronic and physical searches of departmental records within the department, GNWT records centers and, as required, the NWT Archives.
 - Facilitate access to relevant documentation to departmental ATIPP Coordinators.
 - 5. Provide education and training for Headquarters and Regional Office staff in accessing information through records management services.**
 - Provide in person and remote mentoring for FIN, ENR, ITI EIA and Lands employees on records management procedures and best practices.

- Conduct "hands-on" training sessions on Departmental records issues by familiarizing staff with policies and procedures in place for managing and accessing departmental information resources.
- Work one on one with key regional or divisional staff to ensure records management practices are understood and applied during day to day operations.
- Work independently and collaboratively to develop regularly scheduled and on-demand training sessions for groups and individuals in response to current client issues and concern.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

Data and information review requires intense concentration to identify anomalies and to ensure compliance with legislative procedures.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of records management systems, theories and practices; electronic information systems; principles and techniques of retention and disposition scheduling.
- Knowledge of, and/or the ability to acquire knowledge of the objectives and obligations pursuant to the *Access to Information and Protection of Privacy (ATIPP) Act* and pursuant policy instruments.
- Knowledge of and ability to use MS Operating Software, MS Office applications, Internet and Email programs, and the ability to apply and/or learn software or business systems related to records management and word processing.
- Client service orientation, human relations, and interpersonal skills.
- Ability to seek and gather information in challenging conditions.
- Sense of organizational awareness. Broad understanding of all aspects of the operations of the Department; including understanding previous organizational changes.
- Ability to communicate and collaborate effectively in writing and verbally to a variety of audiences with varying levels of background, knowledge and education.
- Ability to analyze records management issues and suggest appropriate means of action.
- Ability to interpret legislation and suggest appropriate means of action.

- Ability to develop, implement and promote adherence to policies for the management and timely access of records including the retention, destruction, and archival storage requirements.
- Problem solving skills with the ability to synthesize large amounts of complex information.
- 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:

Completion of a post-secondary degree in Information Management or related field (Archival Science, Library and Information Science), plus 2 years of directly related experience. Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- 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