



IDENTIFICATION

Department	Position Title	
Finance	Manager, Information Management Compliance	
Position Number	Community	Division/Region
15-14848	Yellowknife	Enterprise Information Management

PURPOSE OF THE POSITION

The Manager, Information Management Compliance is responsible for the effective collection, storage, security, usage of recorded information within electronic information management systems across the GNWT.

This position is also responsible for the policy framework, standards and support services that facilitate the effective and appropriate management of recorded information assets from creation through to disposition.

SCOPE

Located in Yellowknife, the Manager, Information Management Compliance reports to the Director, Enterprise Information Management within the EIM division, which includes 3 direct reports, and oversees contractors involved with systems or record center work.

The Manager supports the Director, EIM, and senior leadership teams by providing expertise, advocacy, and facilitation for GNWT's information management strategies and operations. This role leads IM strategic planning, policy development, legislative compliance, and oversees data quality, integration, and analytics to enhance decision-making and operational efficiency for GNWT core processes.

The role involves managing and optimizing enterprise content and information collaboration platforms, including Microsoft Purview and its integration with GNWT's foundational information and records management platform (OpenText Content Server) to enhance the efficiency and effectiveness of information governance, compliance, and security. Key responsibilities include implementing and enforcing data classification, retention, and protection policies; leveraging these (and other) enterprise information management systems



to streamline information lifecycle management and improve data accessibility and control; conducting audits to validate compliance; and providing training and technical support to employees.

Additionally, the role requires collaborating with senior leadership to align information management strategies with organizational goals, generating actionable compliance and risk reports, and staying updated on emerging trends and technologies to drive continuous improvement and system performance.

This position is also responsible for the effective semi-active storage, retrieval, and disposal of government records along with the development of standards, procedures, and training programs to ensure efficient management of recorded information in all formats.

The incumbent works closely with the Director, EIM and Manager, ECM to plan, develop, and implement and oversee new or enhanced government-wide information management services and tools. The position also provides expert advice and recommendations to various GNWT committees such as IPC, IMTLC, RIMC, etc. and to the Assistant Deputy Minister, Government Chief Information Officer, as needed.

The Manager participates in internal and external teams, committees, programs and projects, providing subject matter guidance and expertise. The Manager represents the Division on federal/provincial/territorial (FPT) groups and develops and enhances relationships with sector partners and contributors to address specific sectoral issues and ensure a high level of understanding and acceptance of electronic information management and planning initiatives.

The incumbent ensures that appropriate tools are in place to allow the GNWT to manage its recorded information efficiently and effectively. Failure to manage information efficiently may result in breaches of confidentiality, security, information being destroyed before its legal disposition date, and information not readily available. It may also result in vital records not being identified and protected and semi-active records stored in high-cost office space rather than in a records center.

This is a pivotal position in the development, promotion, implementation, and maintenance of DIIMS and other EIM systems such as Microsoft 365 throughout the GNWT including the development of procedures, standards, and guidelines. The incumbent must ensure that the GNWT's recorded information is managed efficiently and effectively according to relevant legislation, policies, procedures, guidelines, and accepted records management practices.

This position works within a Legislative and Policy framework and carries out its responsibilities in accordance with GNWT acts, regulations, policies, and procedures that



include such things as the *Access to Information and Protection of Privacy Act*, *Financial Administration Act*, *Archives Act*, and various government policies.

RESPONSIBILITIES

1. Manages the implementation and advances the maturity of the Information Management Framework, ensuring the adoption of information management best practices.

- Responsible for the development of new or revised procedures, and guidelines regarding the operation of the GNWT's records centers services for the storage, retrieval, and disposal of GNWT information assets.
- Makes recommendations to senior management about areas where enterprise-wide IM policies, procedures, guidelines, and standards are needed.
- Ensures development, adoption, and adherence to standards and appropriate documentation to meet GNWT auditing, reporting, and compliance requirements.
- Supports information management-related innovation initiatives and works closely with GNWT departments, boards and agencies to proactively address information management needs.
- Monitors the identification, analysis, and evaluation of processes, methods, tools, and technologies for managing information resources.
- Develops and enhances the Information Management maturity model within the GNWT.
- Oversees compliance with and reporting on standards, procedures, and methodologies to ensure that the information management systems meet the required legislative and operational requirements.
- Collaborate with cross-functional teams to develop and enforce enterprise data governance frameworks and standards.
- Ensure compliance with regulatory requirements and internal policies through effective use of tools like Microsoft Purview, Azure Information Protection, and other relevant platforms.
- Conduct regular audits and assessments to validate the effectiveness of data governance controls.

2. Plans and manages operations in a manner that meets the immediate and long-term goals and priorities of the Department and the GNWT with an additional focus on developing capacity.

- Plans and manages the efficient and effective use of staff and resources to ensure achievement of Departmental goals.
- Supports staff members; engages staff in business planning processes and communicates goals, priorities, and processes to foster a broad understanding of future focus.



- Supports staff participation in personal and professional learning, achievement of performance plans, and development of skills and knowledge to build a highly skilled, motivated, and productive team.
- Allocates responsibilities and/or packages of work.
- Delegates responsibilities as appropriate. Sets performance targets, and monitors progress against agreed quality and performance criteria.
- Provides effective feedback, throughout the performance management cycle, to ensure optimum performance.
- Proactively works to ensure effective working relationships within the team and with those whom the team interacts with.
- Provides support and guidance as required, in line with individuals' abilities.
- Encourages proactive development of skills and capabilities and provides mentoring to support professional development.
- Provides input into formal processes such as job description development and disciplinary procedures.

3. Responsible for researching, evaluating, and recommending new products and applications for inclusion in the GNWT information management program.

- Ensures that the development and implementation of enterprise-wide content management systems supports the document management needs of departments, boards and Agencies and allows for integration with other government applications.
- Develops long-range plans for the use and evolution of information and document management systems to continue to meet user requirements.
- Research and investigate other enterprise IM solutions such as Microsoft 365 and mobile options.
- Monitors industry trends focused on electronic records management, e-mail management and document management.
- Assesses new technologies in EIM and prepares reports for the Director, EIM, and clients.
- Manages the orderly development and successful implementation of new EIM products.

4. Manages the provision of semi-active/inactive records storage, retrieval, and disposal services for GNWT recorded information.

- Develops plans to ensure the short and long-term storage requirements of the GNWT are met (information in all formats):
- Establishes, operates, and manages records centers throughout the GNWT.
- Ensures the information assets of the GNWT are retained in accordance with approved retention and disposition schedules and disposed of in compliance with government legislation and policy.

5. Plans and coordinates the transfer of information assets from one level of Government to another.



- Manages the development of information sharing and information transfer agreements between the GNWT and other levels of government (i.e. municipal and aboriginal).
- Participates in interdepartmental and intergovernmental working groups focused on the negotiation and transfer of federal programs to the GNWT.
- Develops work plans, identifies costing issues, human resources Issues (one-time and ongoing) to ensure the orderly transfer of information assets from one government to another.

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 theoretical and practical information technology issues as they relate to information management.
- Knowledge of information systems planning, design, development, and implementation.
- Knowledge of IMT industry, corporate strategy, policy and government service delivery.
- Knowledge of records management theory and practice.
- Knowledge of GNWT and departmental organization and how it operates in a shared service context, and an environment of continuous improvement.
- Knowledge of project management principles, practices, and methodology.
- Knowledge of cross-government, business area and its plans, strategies, and priorities.
- Knowledge of business practices associated with IMT planning and management.
- Knowledge of applicable legislation, regulations, policy and guidelines (e.g. The Archives Act, ATTIP and other related legislation).
- Experience using electronic records management software and document management systems.
- Experience in developing and delivering training seminars.
- Experience in the development of policy and procedures.

- Experience in interpreting legislative and policy requirements related to records management.
- Supervisory/management skills.
- Client service orientation.
- Organizational and time management skills.
- Oral and written communication and presentation skills.
- Ability to communicate, both orally and in writing, with senior managers, technical staff, and other employees.
- Ability to effectively facilitate and manage meetings.
- Ability to explain technical concepts to non-technical people.
- Ability to support and engage staff in achieving defined objectives.
- Ability to schedule and complete combinations of tasks with conflicting priorities or deadlines.
- 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 undergraduate degree with 5 years of experience including 1 year in a supervisory role.

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