



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Senior Records Analyst	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-13761	Yellowknife	Corporate Information Management

## **PURPOSE OF THE POSITION**

The Senior Records Analyst oversees the implementation, maintenance and use of the Government of Northwest Territories' (GNWT) Administrative Records Classification System (ARCS), and the development of Operational Records Classification Systems (ORCS) for departments, boards and agencies.

This position assists clients to manage their recorded information in accordance with Federal, GNWT and Nunavut acts and regulations, and with GNWT policies and procedures. The position assists in the implementation, maintenance and use of the Digital Integrated Information Management System (DIIMS) throughout the GNWT, and in the operation of records centres for effective storage, retrieval and disposal of government documents. The position develops procedures in these areas, and delivers training programs to ensure efficient management of recorded information in all formats.

## **SCOPE**

Located in Yellowknife, this position reports to the Manager, Corporate Records Management (CRM), and is one of two Senior Records Analysts in a team of records management specialists. The section provides advice and assistance on recorded information management issues to all departments, boards, and agencies. The section also operates four Records Centers located in Inuvik, Fort Simpson, Fort Smith and Yellowknife, which have a cumulative capacity of 50,000 boxes of government records.

This is a pivotal position in the development and promotion of recorded information management procedures, standards and guidelines throughout the GNWT. In coordinating

the implementation and maintenance of the GNWT's ARCS and the development of ORCS, the management of records centres and assisting in the implementation and use of DIIMS.

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. There is a requirement to manage records efficiently to avoid breaches of records confidentiality and security, information being destroyed before its legal disposition date, and to ensure access to information not readily available. There is also a requirement to identify and protect vital records, and ensure that semi-active records are stored in a Records Centre rather than in high cost office space.

The incumbent works closely with the Manager, Corporate Records Management, and liaises extensively with departmental record coordinators, regional Department staff, and with program and administrative staff throughout the GNWT. Requests for assistance are usually complex and may necessitate frequent on-site visits to clients. The development and maintenance of ORCS necessitates regular monitoring of all relevant legislation to ensure that records retention periods meet current legislation. It is important to ensure that information is not disposed of prior to its legal disposition date or is retained after its legal disposition date. The incumbent is expected to handle most issues independently. As the majority of the work is demand-driven the incumbent must be able to prioritize work and manage multiple tasks.

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 Record 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 Records 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. This position also requires the ability to prioritize and manage multiple tasks simultaneously.

This position will also act as the technical expert and be part of various project teams in order to continue the implementation of DIIMS throughout the GNWT.

## **RESPONSIBILITIES**

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

- Assisting with the development of GNWT-wide records management policies, procedures, standards and guidelines;
- Developing communications such as Records Management Bulletins and Tips that assist employees of the GNWT to manage their information holdings;

- Coordinating the content of the Corporate Records Management Section web site to ensure that the content is accurate, current, and meeting the needs of program departments;
  - Monitoring legislative trends which may affect the retention of records and the use and admissibility of electronic records in court;
  - Developing records classification systems to schedule the records of all GNWT departments, boards and agencies;
  - Developing and delivering GNWT records management training modules;
  - As directed, assessing new technologies and preparing reports for the Manager, Corporate Records Management and clients; and;
  - Providing 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) Records Disposition Authority 1995-32 by:**
- Monitoring changes in legislation which may affect the retention of administrative records scheduled under ARCS;
  - On a regular basis, liaising with stakeholders to ensure that ARCS meets the GNWT's requirements;
  - As required, preparing ARCS amendments for approval;
  - Updating and maintaining ARCS training course materials;
  - Monitoring the use of ARCS within the GNWT; and
  - Coordinating the delivery of ARCS training within the GNWT.
- 3. Assists departments, boards and agencies to manage their recorded information by:**
- Providing advice and technical support on the implementation of the GNWT's ARCS , appropriate ORCS; and technical support, advice and training on the implementation of DIIMS;
  - Providing technical advice, assistance in the development of ORCS, ensuring that retention periods are in compliance with all relevant legislation, regulations and accepted GNWT standards;
  - Developing tools for use by departments to assist in the development of ORCS.
  - Developing/Amending ORCS for departments in certain circumstances as determined by the Manager, Corporate Records Management;
  - Assist departments, or take a lead role in the ORCS planning, research, requirements analysis and design activities;
  - Providing backup Access to Information and Protection of Privacy (ATIPP) services for the Department;
  - Assisting in the development of procedures and guidelines for the operation of records centres and the storage, retrieval and disposal of GNWT records; and
  - Identify and document best practices in regards to DIIMS Usage that can be applied in other departmental implementations (IE: naming conventions, permissions, etc.).

**4. Assisting in the implementation, use and maintenance of DIIMS throughout the GNWT by:**

- Assisting in the implementation of DIIMS in GNWT departments, boards and agencies;
- Assisting in the provision of advice, assistance and training on DIIMS to all departments, boards and agencies;
- Participating in the evaluation of new versions of DIIMS and making recommendations on changes to business practices;
- Assisting in the development of DIIMS policies, procedures, business rules and best practices;
- Assisting in the developing DIIMS training materials; and
- Auditing and monitoring the GNWTs use of DIIMS to ensure that the confidentiality and security of information is maintained.

**5. Provide Business Analysis Support for DIIMS implementation.**

- Key member of the DIIMS implementation project team(s).
- Meet with client departments prior to implementation.
- Maximize client involvement in the implementation of DIIMS.
- Review impact of information systems change on business.
- Determine interrelationships between solutions and requirements.

**WORKING CONDITIONS**

**Physical Demands**

No unusual physical demands.

**Environmental Conditions**

Occasionally, work is carried out in records centres which are dusty, partially heated and may contain records contaminated by mold.

**Sensory Demands**

No unusual demands.

**Mental Demands**

Position works with clients who are resistant/reluctant to change and do not want to follow GNWT procedures. Position also subject to deadlines.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge of the development of Operational Records Classification Systems (ORCS) - specific to the functional based retention schedule model;
- Extensive knowledge of the development and delivery of information management training modules;
- Extensive knowledge of recorded information management theory and practice;
- Extensive skills using document management systems;

- Skilled in the development of policy and procedures, business rules and best practices;
- Ability to interpret legislative and policy requirements as related to records management;
- Extensive skills in strategic planning;
- Extensive skills in developing and delivering training seminars;
- Comprehensive knowledge of indexing and classification systems;
- Comprehensive knowledge of *Access to Information and Protection of Privacy Act*, (ATIPPA) legislation;
- Demonstrated supervisory/management skills,
- Excellent oral and written communication and presentation skills;
- Proven 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.

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

Degree in Information Management, Records Management or Archival Studies; and,

Five (5) years of directly related experience in the development and implementation of standard records classification systems and the management of recorded information, which should include one years' experience in course development and delivery is also required; and

Experience in training course development and delivery is also required.

**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 applies)

- 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

**Aboriginal language:** Choose a language

- Required
- Preferred