

Alberta Research Council Inc. (ARC) develops and commercializes technologies to give clients a competitive advantage. A Canadian leader in innovation, ARC provides solutions globally to the energy, life sciences, agriculture, environment, forestry and manufacturing sectors.

SENIOR RECORDS OFFICER AND FOIP COORDINATOR

Reporting to the Manager of Information Management, the Senior Records Officer and FOIP Coordinator is responsible for maintaining the Records Management and FOIP programs at ARC.

Key responsibilities include: developing and maintaining the policies, procedures, records schedules and classification system for our Records Management program; establishing and maintaining the standards and administrative procedures for ARC's FOIP program; approving transfer and storage of records; providing training; managing the Corporate Records budget; and preparing for future activities including forms, reports, correspondence and document management. Experience with function based records classification and implementing electronic information management systems is an asset.

Candidates require a Degree and/or a diploma in Records Management; extensive experience at a senior records level supervising staff, strong leadership and interpersonal skills, and a particular interest in providing excellent client service. Experience with the unique needs of a scientific environment will be an important asset.

Salary range for the Senior Records Officer and FOIP Coordinator is \$60 000 - \$75 000. Final candidates for this position will be asked to undergo a security screening

If you are interested in the challenge of contributing to our growth, please forward your résumé quoting Competition # ARC-2231. This position will remain open until a suitable candidate is hired.

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