

Executive Director and Provincial Archivist - Nova Scotia Archives and Records Management (Halifax)

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Department of Tourism, Culture and Heritage



Published Date: 2009-07-24
Ad #: 551384-CB

Location: Halifax

Department: Tourism, Culture and Heritage
Please Quote Competition # 551384-CB

Please merge your cover letter and resume into one document when applying. In the cover letter, please quote department and competition number. Please quote the competition number in the subject line.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

The Department of Tourism, Culture and Heritage believes in offering a healthy workplace for all employees. The department supports staff in their efforts to achieve work-life balance, encourages employees to live healthy lifestyles, and creates a culture of safety at work. An example is through the Department's Flexible Work Arrangements Policy.

Duties:

Reporting to the Deputy Minister, the Executive Director is a member of the department's Executive Management Team and provides vision and leadership to the archives and records management division. The Executive Director leads and coordinates: planning, design, development and overall operation of the corporate records management and government archives program as well as preservation, promotion and public access to provincial documentary heritage. Other responsibilities include: providing secretariat services for the Public Archives of Nova Scotia Board of Trustees; collaborating with the Council of Nova Scotia Archives and other stakeholders; supporting departmental business plan priorities.

The Executive Director is responsible for the effective management of human and financial resources by setting and evaluating staff performance targets, demonstrating the leadership competencies, respecting corporate human resources practices, promoting teamwork and individual development, maintaining internal communication, monitoring revenues and expenditures, adhering to procurement guidelines and accurately forecasting budget requirements for the fiscal year.

The Public Archives Act (1998) designates the Provincial Archivist as the Chief Executive and Operating Officer of the Public Archives of Nova Scotia. The position has a statutory responsibility for preservation of and public access to government archives and private sector documentary heritage of provincial significance. The Executive Director pursues partnerships and innovative approaches to expand and enhance public access to archival resources throughout the province; and explores opportunities to increase the relevance and value of archives to Nova Scotians.

Qualifications:

As the successful candidate you will have a Masters degree in public administration, archival studies, information management or related discipline with a minimum of seven years successful leadership and relevant management experience. An acceptable equivalent combination of university education, training and experience may be considered. The ideal candidate must be capable of critical, imaginative and strategic thinking, and insightful analysis in pushing the boundaries of what archives and information management are today, and in exploring what they could become to better serve Government, the public and stakeholders.

You exercise sound judgement, are skilled at team building, and possess strong communication and interpersonal skills. Experience in consensus building, project management and a high level understanding of archival and records management principles, methodology and best practices would be considered assets.

Classification: MCP 28

Salary Range: \$76,195.60-\$99,054.28

Closing Date: August 18, 2009

Note: This is a permanent opportunity

Notes: Applications/resumes can be sent to:

**Human Resources CSU c/o
Department of Education
PO Box 578, Halifax, NS B3J 2S9 or Fax (902) 424 0657
Email Contact: Education CSU Competitions@gov.ns.ca**

****Submissions must be received by midnight on the closing date****

Our goal is to be a diverse workforce which is representative, at all levels, of the people of Nova Scotia. We are a welcoming workplace and welcome applications from Aboriginal People, Persons with Disabilities, African Nova Scotians, other Racially Visible Persons, and Women in occupations or positions where they are under-represented. All applicants who are members of an employment equity group are encouraged to self identify.