

IKM Governance Analyst
Posting Number: 14945
Job Family: Information Technology
Location: Calgary, AB

Suncor Energy is a unique and sustainable Canadian integrated energy company - Suncor combines a leading position in oil sands, with complementary operations in refining and marketing, North American natural gas production and conventional oil production internationally and offshore East Coast Canada.

We operate our businesses reliably and efficiently and by strategically developing energy resources to meet growing consumer demands. Suncor is also committed to contributing to the well-being of the communities where we operate.

As an employer, Suncor is one of the best companies in Canada providing tremendous future potential where talented people thrive.

Main Role

As part of the IKM organization, the IKM Governance analyst assists with the governance of records and information management activities of Suncor (both physical and electronic). This includes the creation, implementation and maintenance of Information Management policies, procedures, guidelines, etc. The analyst also is involved in assisting in enterprise-wide information taxonomy and retention schedules. The scope of the role is enterprise-wide.

Key Responsibilities

- Assisting to define the operating model for IKM governance
- Assisting in the establishment of information management governance policies, standards and procedures (i.e. retention, e-discovery, e-mail management, archiving standards, version control standards, scanning standards, duplicate standards, enterprise search standards, migration standards, etc).
- Support the on-going monitoring of adherence to information management governance policies, standards and procedures
- Assist in the project to develop definitions, templates and the governance model for Suncor (i.e. what is a 'policy', 'standard', 'guideline', 'process', 'procedure', etc.)
- Liaison with legal on the development and maintenance of enterprise-wide information retention schedules (i.e. lifecycle management, holds process, archiving process, disposition process, etc.)
- Aid in the an enterprise-wide information taxonomy (i.e. information structures, metadata standards, security, processes, governance, etc)
- Assist in the development of the Information management process review and analysis
- Support Physical file management (on and off-site storage processes and vendor management)
- Liaison with IKM Projects, IKM Sustainment and IKM Knowledge Management and Collaboration to educate and ensure IKM Governance standards are being adhered to
- Assess the value of Suncor compliance with established information management governance policies, standards, processes, etc.
- Assist in developing the IKM governance metrics (measures of success) and monitoring against these metrics

Education/Experience

- Knowledge and understanding of regulatory and statutory impacts on information management
- Understanding of IKM governance policies, procedures, standards (experience creating and implementing) and managing change associated with these
- Strong communication skills and the ability to influence
- Comfortable dealing with a broad range of stakeholders at various levels of the organization
- Minimum of 7 years experience in Information Management
- Experience meeting and presenting to a variety of business audiences
- Business analysis and/or project management experience
- Facilitation, influencing and consultative skills

WHAT MAKES THIS ATTRACTIVE

When you join Suncor Energy, you're signing on with a dynamic leader that has built a solid foundation for both business and employee success through a 'total rewards' approach to compensation – both monetary and non-monetary. Providing a flexible package that can be adjusted to suit the changing needs of your life, which includes:

- Competitive Base Salary and Compensation Programs
- Attractive Annual Incentive Program
- Flexible Benefits Package
- Personal Time-Off Days
- Rewarding Pension & Savings Plans

Suncor is committed to employment equity and encourages applications from all qualified individuals.

Please apply to www.suncor.com/careers - posting #14945