



## Senior Information Management Administrator

### **Full time Permanent Competition #11-03**

#### Position Summary

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The Senior Information Management Administrator is responsible for coordinating and supporting the optimal use of information within Alberta School Employee Benefit Plan (ASEBP). This includes the availability, timeliness, accuracy, integrity and retention/archiving of data and metadata managed by the EIM application.

This position is responsible for providing information management subject matter expertise for planning and coordinating the delivery and operation of information management solutions within the business's Information Management Framework (IMF). This activity includes an in-depth review and re-engineering of information management requirements and related business rules and processes.

The Senior Information Management Administrator will also demonstrate leadership/supervisory skills by providing coaching and mentoring support to staff within the department.

#### Your Key Responsibilities

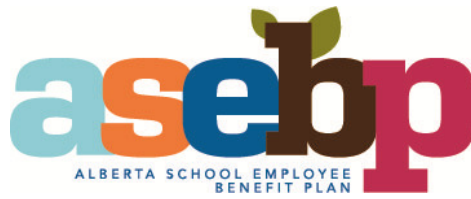
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- Maintain standards for records management and update policies and procedures as required to be current with all legislated requirements for electronic and hard copy files.
- Lead information management projects and activities as related to ASEBP's business information from the point of view of information integrity, timeliness and accuracy.
- Analyze complex work processes.
- Assess the business impact of changes in operating systems and/or office productivity tools on the EIM technologies/applications.
- Supervise activities within the Records area and daily workload volumes.
- Coordinate specific initiatives of the core business functions as well as provide guidance on ASEBP policies and procedures.
- Identify and develop process improvements needed to support the core business functions.
- Maintain and supervise the semi-active document storage area and apply approved retention schedules.

#### Your Education & Experience

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- University degree in Information Management or Records Management.



- Professional designation as a Certified Records Manager (CRM)
- Three to Five years of work related experience.
- Working knowledge of relevant records management legislation including privacy is required.
- Experience and knowledge in effectively leading teams for successful service delivery.

A combination of education and experience may be considered.

### Your Abilities

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- Knowledge of current and emerging EIM technologies/applications.
- Knowledge of current and emerging operating systems (Windows, Linux)
- Knowledge of current and emerging office productivity tools ( Microsoft Word, Excel, PowerPoint, Access, Visio, Project, etc.)
- Ability to assess the impact of changes in operating system and/or office productivity tools on the EIM technologies/applications.
- Knowledge of RIM theory, trends, standards and EIM technologies.
- Knowledge of energy legislation, corporate information management framework and relevant policies, standards and best practices.
- Strong organizational skills.
- Strong verbal and written communication skills.
- Strong customer service focus, ability to meet varying clients needs.
- Ability to organize workflow and priorities.
- Strong interpersonal and communication skills. Must have the ability to communicate clearly and succinctly ensuring understanding.
- Excellent analytical and problem-solving skills. Ability to provide effective recommendations and solutions.
- Ability to function independently contributing as part of an operational team.
- Experience in a health, insurance and/or benefits administration environment an asset.

If you have the required qualifications and would like to become a member of our team, please submit your resume, quoting competition number **#11-03**, to:

Human Resource Services  
Alberta School Employee Benefit Plan  
Suite 700 Weber Centre  
5555 Calgary Trail, Edmonton AB T6H 5P9

Email: [hr@asebp.ab.ca](mailto:hr@asebp.ab.ca)  
Fax: 780-432-2577

No phone calls please. We thank all interested individuals, but only those candidates being considered for an interview will be contacted. ASEBP is an equal opportunity employer.



## About Alberta School Employee Benefit Plan

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The Alberta School Employee Benefit Plan (ASEBP) is a health and welfare trust governed by ten Trustees, five of whom are appointed by the Alberta School Boards Association and five of whom are appointed by the Alberta Teachers' Association. ASEBP promotes programs that sustain healthy lifestyles and workplaces for over 56,000 covered members in almost 60 school jurisdictions across Alberta. Innovative initiatives such as the Healthy Living Program are coordinated to positively influence the healthy decisions covered members make. These programs compliment the comprehensive benefit coverage ASEBP offers to covered members.

Working for ASEBP is about more than supplying great benefits. ASEBP offers:

- a team-focused culture that supports people and performance
- competitive compensation that goes far beyond a paycheque
- an exciting chance to make an impact in the lives of Alberta's school employees
- advancement opportunities in a stable, growing organization