

**Records & ATIPP Coordinator  
Department of Finance  
Yellowknife, NT**

**Tired of the long commutes to work?**

**Do you like having vast, unspoiled wilderness at your doorstep?**

**Are you looking for a better Work-Life Balance?**

**Have you ever asked yourself, 'Wouldn't it would be nice to retire with a pension'?**

**If you've answered yes to any of these, perhaps a career with the GNWT is for you!**

The Government of the Northwest Territories (GNWT) is currently seeking a **Records and ATIPP Coordinator**. Along with the opportunity to grow and expand your current career within the unique cultures and experiences that only the North can offer, the GNWT offers an excellent range of employee benefits including:

- Participation in the Federal Public Service Superannuation Plan
- Mandatory Leave With Pay – a 5 day period over the Christmas Holiday Season where they GNWT shuts down and **REQUIRES** you take 5 days OFF WITH PAY!\*
- Maternity/Parental Leave top up to 93% of your gross wage (after 6 months of Employment)\*
- 16.5 days of Vacation Leave – To START!\*
- Winter Bonus Days – for every 5 days of vacation time taken between October and March, you receive an additional day off with pay as a bonus!\*
- Accrued Sick leave and Special Leave\*
- Standard work week of 37.5 hours!\*
- Deferred Salary Leave plan – enables employees to take six months or one year leave from public service and to finance this leave through deferred salary\*
- Pay Increases, Performance Incentives, Health, Dental, Relocation expenses, Northern Living Allowance.....and much more\*

\*Note that these benefits may apply differently to different positions within the GNWT. If you are looking for more information on the benefits offered by the GNWT, navigate through the links below which describe the various agreements/entitlement packages available to GNWT employees

- [Union of Northern Workers \(UNW\)](#)
- [Excluded Employees](#)

- [Northwest Territories Teachers' Association](#)
- [Senior Managers' Handbook](#)

## **Yellowknife, Northwest Territories**

Experience a unique blend of adventure in a modern, multi-cultural city of 18,500. Considered the Diamond Capital of North America, with tourism, mining, and government, this youthful, energetic, family-orientated community offers both indoor and outdoor recreational facilities and activities. Enjoy modern city amenities in one of this country's last frontiers. Visit us at:

- <http://www.yellowknife.ca/home.html>.
- <http://www.spectacularnwt.com/>

## **Department Information**

The Minister and the Department of Finance have the mandate for obtaining, managing and controlling the financial resources required to implement the Government of the Northwest Territories' policies and programs. This mandate includes negotiating major financial arrangements with the federal government, providing analysis and advice to the Financial Management Board, and ensuring that financial and information resources are managed effectively, efficiently and economically. The Minister and Department are also mandated with regulating the insurance industry and controlling the sale of alcohol products in the Northwest Territories.

## **Job Information**

The Records and ATIPP Coordinator is a key position that provides leadership in the development and promotion of information and privacy policies, guidelines and procedures across the department.

The incumbent is accountable for ensuring that an effective departmental records management system is develop and implemented. As well the incumbent is responsible for ensuring that timely and politically sensitive responses are prepared in response to requests under the Access to information and Protection of Privacy Act.

The incumbent requires extensive consultation and clear and frequent communication with all departmental staff, who may have conflicting priorities. Access to information requests occur sporadically and are unpredictable. Responses can require a significant amount of time to complete, require consultation with many individuals at different levels with the department and must be completed with legislated timeframes. As a result, the incumbent must manage multiple projects and reprioritize activities.

Knowledge of records management systems, electronic information systems and legislative framework for information and protection of privacy issues are essential for this position.

Typically, the above knowledge, skills and abilities would normally be attained through a degree in Information Management or related field (Archival Science, Library and Information Science), plus 3 years of directly related experience.

Equivalent combinations of education and experience will be considered.

### **Salary Information**

**The salary range for this position is from \$37.64 per hour to \$44.93 per hour (approximately \$73,398 - \$87,613) plus an annual Northern Allowance of \$3,450.**

**A job offer may be contingent upon a satisfactory criminal record check.**

**Eligibility lists may be created from this competition to fill future term and indeterminate positions.**

**Candidates must clearly identify their eligibility in order to receive priority consideration under the Affirmative Action Policy.**

**The Government of the Northwest Territories is a workplace that is open to all Northerners. If you currently have a disability; and if you require accommodation you are encouraged to identify your needs so that you may be accommodated during the hiring process.**

**Please submit your resume and cover letter through our Online Application service available through the link below.**

**Job Opening ID # 9082**

**Closing Date: January 13, 2012**

### **[APPLY ONLINE](#)**

Inquiries only: Management and Recruitment Services  
Department of Human Resources  
*Government of the Northwest Territories*  
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