

Information Management Specialist
Competition # 03-0917
Regular Position
Moncton, NB

The Opportunity

The Risk Management and Assurance team is seeking an Information Management Specialist to champion the implementation of ALC's corporate information management framework, strategy, policies and practices, ensuring the successful integration of new information management practices with business operations. This role will mitigate risks associated with information management (including paper and electronic information) by establishing the processes and practices to manage information through all stages of its lifecycle. The result will be greater discipline, reduced risk, increased integrity, consistency, reliability, accuracy, and accessibility of information at ALC.

This position will be of particular interest to an individual with several years working in a records and information management role, and who is looking for the opportunity to be part of an exciting change initiative. The ideal candidate will possess a designation in records management (CRM preferable), or be enrolled in a recognized Records and Information Management program.

Core Responsibilities

- Develops and implements, information management policies, standards, guidelines and processes, ensuring an integrated approach to managing information in all media (both paper and electronic records) through all stages of its lifecycle in accordance with the Corporate Information Management Framework.
- Supervises the records management staff, operations and performance; oversee operations of the records center in accordance with established policies, standards, and best practices.
- Reviews, monitors and implements metrics that measure productivity and performance of the Information Management program.
- Works with various internal and external stakeholders to identify and implement improvements to address risks and ensure the efficient and effective functioning of all aspects of the Information Management program.
- Acts as project manager for major corporate Information Management improvement initiatives which may include: records classification and retention schedule review and improvement, portal/web information management improvements, and electronic content management review & implementation.

- Acting as a key champion for the IM program, develops and implements comprehensive information management training and communication programs including appropriate tools and guidelines for users to better manage information.
- Identifies and analyzes information management applications/problems and provides advice to the business on information management issues.

Key Assets and Competencies

- Bachelor's Degree in commerce or information or records management related field
- Solid understanding and experience in the design, creation, implementation and management of a records/information management program and staff.
- Experience in implementing electronic records improvement projects or electronic content management initiatives including familiarity and experience with using records and document management software would be considered an asset.
- Proven success in managing projects of medium to high complexity, and with leading and implementing process redesign or redesign projects, tools and techniques.
- Demonstrated ability to express complex ideas effectively in simple and understandable context both orally and in writing
- Demonstrated ability to build sustainable relationships with senior management and with other internal and external stakeholders
- Demonstrated ability to manage staff to perform their accountabilities and to generate results.
- Certified Records Management designation would be an asset or equivalent combination of Information Management experience and training (ideally will have at least five years experience in a records and information management related field, with at least 2 years in a senior level role within the organization).

Consideration will be given to an equivalent combination of education, training and/or experience.

To explore this opportunity please send your resume to resume@alc.ca on or before July 14, 2008.

- Please save both items in one Microsoft Word document.
- Name the document as "lastname_firstname.doc". For example, Smith_Jane.doc
- Indicate competition #03-0917 in the subject line of your e-mail.
- For more information about ALC please visit our website at www.alc.ca

