



# REPOSTING

## CAREER OPPORTUNITIES:

Ingenium - Canada's Museums of Science and Innovation is currently seeking a dynamic individual to fill the position of:

### **MANAGER, INFORMATION MANAGEMENT SERVICES**

**Reference Number:** 2018/2019-CSTMC-158

**Salary Range:** \$68,242.29 - \$83,038.08 **Level:** 8

**Employment Status:** Indeterminate / Full-time

**Language Requirements:** Bilingual (CBC/CBC)

**Security Requirement:** Secret

**Position Number:** 9787

**Branch:** Collection and Research

**Who can apply?** Ingenium - Canada's Museums of Science and Innovation employees and external candidates

#### **Summary of Duties:**

Reporting to the Chief Knowledge Officer (CKO), the Manager, IM Services is responsible for the effective management of the Ingenium's Knowledge and Information Management framework, as established by the CKO, by ensuring the continued adoption of a high quality records/documents management service using the OpenText EDRMS software and assisting in the further development, promotion and implementation of records management best practices within the Corporation including those related to Open Government. Further, the incumbent plans, develops and manages Ingenium's corporate records/documents systems and procedures within the existing, paper-based Records Offices and integrates them when appropriate with the EDRMS to support the delivery of Knowledge and Information Management programs, services and initiatives.

The standard weekly hours are: SWW 37.50 Hrs (5 days consecutive Mon. - Fri.)

#### **Education and Experience:**

As an ideal candidate, you hold a university degree, Master's preferred in information studies or graduation from a College program in information management studies or equivalent.

You also have experience in the following areas:

- five (5) years relevant work experience in the management of paper and electronic documents in a related setting;
- working in an Enterprise Content Management system, Electronic Documents and Records Management Solutions (EDRMS), preferably OpenText;
- ensuring compliance with relevant legislation and regulations for all formats of information throughout its lifecycle;
- in the implementation of retention and disposal schedules;
- delivering training, coaching, advice and support to staff on IM systems and procedures;
- in analytics to ensure departmental compliance with it so that Ingenium's records are controlled and secure;
- with monitoring staff performance and evaluating performance.

## **RATED REQUIREMENTS**

### **Knowledge:**

- in-depth knowledge and understanding of current records management theories, principles, techniques and standards including document classification, record life cycles, access, handling and storage, protection and disposition practices. This also includes an in-depth knowledge of electronic records management including system capabilities, setup/configuration, operation, and user access/training;
- of good change management practices in order to ensure a continued smooth transition from a paper, subject-based system to an electronic, functional-based one;
- strong knowledge and understanding of Federal Acts and policies related to government records/information management including, the Library and Archives Act and Retention Schedules and Disposition Authorities;
- good knowledge of Open Government and Archival records management practices and the interrelationships between operational and archival records;
- working knowledge of Information/Computer Security principles;
- working knowledge of computer/server administration.

### **Abilities:**

- to apply principles of planning, budgeting, time management, supervision, and organizational skills;
- to write both technical and user-focused documents;
- to work in a team and manage projects from start to finish;
- to conduct business analysis in order to translate concepts, practices, procedures into workable computer applications for the EDRMS and Lotus Notes;
- to communicate with staff experts, internal and external stakeholders and all levels of within an organization;
- strong writing and editing skills

### **Personal Suitability:**

The candidate must be a team player with strong analytical and problem-solving skills who possesses strong attention to detail, excellent written and oral communication skills and is able to establish priorities and meet deadlines.

The CSTMC is committed to the principles of employment equity.

Résumés received for this position will not be accepted after the indicated closing time (midnight) and date.

Please note that only candidates who are selected for the next stage of this selection process will be contacted. As a result of this competition, we may establish an eligibility list that may serve to staff similar positions.

If you are interested in this opportunity, please forward your cover letter and curriculum vitae indicating the reference number **2018/2019-CSTMC-158** in your email's Subject line, no later than the closing date to: **competition@ingeniumcanada.org**

**Posting Date:** February 11, 2019

**Closing Date:** February 20, 2019

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9787 - Manager, Information Management Services / Gestionnaire, Service de la gestion de l'information