

## Excluded Professional Job Position Description

### Section I: Position Information

Effective Date	2021-07-12	<input type="checkbox"/> Update Only	<input checked="" type="checkbox"/> Classification Review
Position Title	Records and Information Management Coordinator		
Position Number	9998739		
Classification Level	Excluded Professional		
Department	Office of the University Secretariat		
Reports To	Director, Privacy, Policy and Records Management		

#### Position Summary

Briefly describe the main purpose(s) of the position.

Reporting to the Director, Privacy, Policy and Records Management, the Records and Information Management Coordinator is responsible for leading a comprehensive records and information management (RIM) program for Athabasca University. This person serves as the key resource to provide advice, and recommendations with respect to Athabasca University's RIM program. Other responsibilities include the development, implementation, and maintenance of policies and procedures that will employ appropriate access and control, classification, retention, disposition and preservation to all information assets required by Athabasca University. The incumbent will also observe legislative compliance, organizational values and strategic initiatives, and industry standards and best practices. This position will also provide RIM education and training to AU team members across all business areas and faculties.

As well, the Coordinator will ensure that records and information are managed in accordance with applicable policies and programs to ensure accountability, mitigation of risks to the institution, and compliance with legal obligations.

#### Duties and Responsibilities

Organize by key responsibility area and include % of time spent where possible.

#### Subject Matter Expertise:

- Develop a Records and Information Management Framework to manage records and information effectively throughout their lifecycle across the University.
- Responsible for the implementation of the Records and Information Management Framework across the University.
- Responsible for the management of administrative and operational records across the institution, both digital and paper based.



- Monitors compliance with the Records and Information Management Framework across the University and works with AU team members to correct deficiencies in accordance with the RIM Framework.
- Collaborates with team members across the University to analyse information resources required to perform their specific functions and utilize the development of the RIM program.
- Manages transitions from paper based to digital record records management systems.

### Training and Awareness:

- Design, develop and deliver programs of training to groups and individuals, enabling them to incorporate the records and information management program requirements as part of their regular routine.

### Institutional Leadership:

- Promote effective information governance and provide guidance in relation to the design of related systems, policy and procedures related to records and information management, and mitigation of information risks.
- Create a baseline and prepare metrics for measuring the success of, and identify gaps in the RIM program.
- Prepare reports and make recommendations for direction of the RIM program to the Director, Privacy, Policy and Records Management.

### Occupational Health and Safety

Responsible to participate in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

### Classification Factors

#### Communication

The role requires exceptional capacity for communication in multiple forms. The Coordinator will work closely with the Director, Privacy, Policy and Records Management as well as all faculties and business areas. Their capacity for effective communications requires both tact and professionalism, as well as advanced coordination in networking skills across all areas. The role's key responsibilities in supporting the RIM program requires exceptional compositional, technical, and editorial skills, as well as the capacity to design and deliver training in an online environment.

#### Supervision

The Records and Information Management Coordinator is the primary contact for all AU team members with respect to records and information management program. They provide ongoing

guidance and support to assist in compliance with the RIM program including related policies, procedures and established processes.

The RIM Coordinator will provide appropriate training and awareness across the University to ensure team members understand their obligations for compliance with the RIM program and applicable legislation, and the resources available to support compliance.

#### Impact of Service or Product

To minimize risk to the University, the incumbent must be diligent implementing and monitoring compliance with the RIM program. They will provide timely advice and support to mitigate any potential risks associated with non-compliance.

Effective training and awareness of the records and information management program is essential to mitigate risk to the University by ensuring proper use, storage and retention of records and information is understood and adhered to. This also enables leadership, faculties and business areas to better utilize and manage their information assets for strategic planning and initiatives.

The incumbent also will work with business areas and faculties to ensure the disposition of identified records into Archives is occurring.

#### Independence of Action

The Records and Information Management Coordinator is part of a high profile, fast paced environment, requiring flexibility and agility in managing multiple priorities and frequent interruptions. The incumbent must be able to work independently and carry out their responsibilities in a timely and effective manner. They must:

- Provide expert information and advice in the development and implementation of a records and information management program, including comprehensive retention and disposition schedules.
- Work collaboratively with senior leaders, faculties, and business areas to ensure effective implementation of the records management program and processes.
- Provide appropriate guidance, advice and direction to AU team members on the records and information management program in response to specific and unique circumstance.
- Identify and develop resources and awareness training needs across the University to support team members.
- Measure success of the records and information management program and make recommendations for continuous improvement to the Director, Privacy, Policy and Records Management.
- Maintain a high level of confidentiality when working with confidential materials.

### Complexity

The Coordinator’s role has a high level of complexity in so far as it requires a range of planning, organizational, communication, networking, facilitation, and collaboration skills. The incumbent will have advanced knowledge of RIM requirements and opportunities, as well as experience and foresight in how to advance the University’s RIM program. It is imperative the incumbent keep current with new developments in legislation, technology and industry standards related to records and information management.

### Planning

The Coordinator will be responsible for developing, implementing, and maintaining, and evolving the processes associated with the RIM program. The outcomes of this organizational work will provide greater structure and expectations to support the effective management of information assets across the University.

As well, the Coordinator is expected to maintain a productive work environment and respond to changes in priority in a flexible and agile way.

### Signatures for Section I

Incumbent Signature		Date Select a date.
Supervisor Signature		Date Select a date.

## Section II: Qualifications

### Qualifications

Includes education, experience, skills, abilities and any other special qualifications required. The qualifications relate to the position not the incumbent.

#### Education

- Masters Degree in Library and Information Studies or Information Management required. Equivalencies in combined education and experience may be considered.
- Certifications such as Certified Records Manager (CRM), Certified Information Professional (CIP) Electronics Records Management (ERM) are beneficial.

#### Experience

- Minimum 2 to 5 years of information management and related technologies experience.
- Knowledge of Alberta’s *Freedom of Information and Protection of Privacy Act*, in relation to records management principles.

- Experience in digital first or technology enabled platforms for records and information management is required.

**Skill and Proficiencies**

- Demonstrated knowledge of records and information management and related policies, processes, procedures, standards and legislation, including data classification systems and classification factors.
- Excellent written communication and editorial skills with the ability to translate complex information into accessible terms, engaging summaries, and captivating outcomes.
- Detail-orientated, critical-thinker with the ability to identify, address, and solve problems through collaboration and consultation.
- Demonstrated planning, prioritization and organizational skills with the ability to manage multiple priorities and schedules and deadlines.
- A self-starter who embraces challenges with relentless focus on successful outcomes and innovating processes for continual improvement.
- Excels in working within a distributed team environment and takes initiative to collaborate and connect in a near virtual workplace.
- Commitment to continued professional development in the areas of information and records management, including ERM and data protection.
- Must be physically able to do some heavy lifting up to 25 lbs.

**Signatures for Sections I and II**

Department Head Signature		Date Select a date.
Executive Officer Signature		Date Select a date.
Human Resources Review		Date Select a date.