



## Records & Information Management Specialist

### About The Kwkwetlem First Nation

The Kwkwetlem community are proud downriver Halkomelem speaking Coast Salish people who descended from a tradition of Elders who were renowned as spirit and winter dancers, skilled canoe builders, and mastersturgeon and salmon fishers. The Kwkwetlem people are guided by the teachings of their Elders to respect, care for, and protect their Nation, culture, and lands, waters, and resources for past, present, and future generations. Their culture and heritage are the legacy of their ancestors and are what defines and unites the Kwkwetlem people.

### About the Opportunity

The Kwkwetlem First Nation has an exciting opportunity for a full time **Records & Information Management Specialist** to join our team in Coquitlam, BC.

The RIM Specialist reports directly to the Director, Operations and is responsible for planning, developing, implementing, and administering the Nation's Records and Information Management program(s) including maintaining and monitoring the storage of all records, including electronic records of all filing systems, file transfer and storage, file retrieval and preparation of files for permanent storage or destruction, while maintaining the safety and security of confidential information. This role will also act as the Nation's Privacy Officer, responding to all requests for information from community or other stakeholders.

### Responsibilities will include, but are not limited to:

- Promote and enforce information governance and records management principles.
- Engage all departments with records management.
- Participate in research and development of long and short-term record management plans following accepted industry standards.
- Work with departments to ensure procedures are in place to support organizational requirements and demands of various types of incoming correspondence.
- Work with departments to provide daily administrative and organizational support to manage various incoming demands to directors and the corporation.
- Identify corporate standards for managing terms and conditions of contribution agreements.
- Organize, maintain, and update records of the organization.
- Support the maintenance of electronic personnel files in accordance with Human Resources policies and procedures.
- Maintain and update inventory of all filing systems and archives.
- Create new files and records as necessary.
- Maintain appropriate databases for the various records, reports, and documents
- Assess and process requests for information under applicable provincial & federal Privacy Act legislation, and/or locally developed policies.
- Provide access to records for appropriate personnel following policies and procedures for Education; Health; Family Services; Band Administration.



- Locate filed, archived materials upon request and ensure that materials are provided to authorized users.
- Co-ordinate and record the disposal of documents and the transfer of records to permanent storage in accordance with policies and procedures.
- Provide training and ongoing support for internal clients on system access and records function
- Ensure compliance with policies and procedure as well as any applicable legislation.

### **About the Ideal Candidate**

- You have a background in records management and experience working with Privacy Provisions of the Freedom of Information and Protection of Privacy Act of British Columbia or similar provincial legislation.
- Strong persuasion and negotiation skills, along with a passion to educate others about the importance of information and records management protocols, process, and procedures.
- Ideally, you have experience working with First Nations communities, or you are passionate about advocating for marginalized communities.
- You see the interdependent connection between businesses and departments which allows you to make informed and intentional decisions through strong critical thinking skills.
- Your confidence and tact when working with others enables you to share ideas and recommendations with large groups in an engaging way.
- You are self-managed, goal oriented and finish what you start.
- You hold yourself and others accountable for delivering on commitments.
- Bachelor's degree in Public Administration, Commerce, Library Science, Archival Science and/or a Certification in Information and Records Management
- Minimum (3-5) years' direct experience with physical and electronic record management.
- Demonstrate high emotional intelligence, patience, and integrity with a commitment to team-driven success and leading by example
- Knowledge of principles and procedures used in maintaining and controlling a complex filing system.
- Knowledge of program administration, project and contract management and federal and provincial legislation and plans.
- Ability to plan, develop and support program strategies, procedures, manage issues and analyze a wide variety of material related to a wide range of programs and services; and prepare briefings and reports.
- Developing program information management systems; monitoring and assessing the effectiveness of programs and services.
- Provide advice on program issues, trends and strategic directions to staff, community, and other stakeholders.
- Ability to maintain deadlines on multiple projects for sustained periods.
- Able to maintain accurate records and thorough documentation.
- Ability to operate document imaging software, document scanners and other associated hardware and software, including file management applications and the Microsoft Office Suite.
- Demonstrable interpersonal and communication skills (verbal and written).
- Ability to work independently with minimal supervision demonstrating sound judgement and decision-making skills to ensure the work meets expected standards.
- Valid BC Drivers License with a reliable vehicle and appropriate insurance
- Able to travel to attend conferences or business meetings from time to time



### **About the Rewards**

In exchange for your hard work and dedication, you will be rewarded with a competitive salary based on your experience. After successfully completing the first three months of employment, you will be eligible for a comprehensive employee benefits package that includes:

- Extended Health, Dental, Vision benefits, Short-Term, Long-Term and Life Insurance
- Family and Employee Assistance Program
- Registered Pension plan with an employer match

This is a great opportunity to contribute at an exciting time of growth and change within the Kwikwetlem Nation, and to be a part of a team that creates a place that supports growth and promotes the values of the Kwikwetlem people.

If this opportunity matches your values, education, and experience, please send a cover letter indicating your salary expectations and resume to [hr@kwikwetlem.com](mailto:hr@kwikwetlem.com). This position will remain posted until filled.

*We thank all applicants for their interest however only short-listed candidates will be contacted.*