



Senior Analyst, Records and Information Management

Are you looking for an organization where the core values of excellence and integrity are more than just words on the wall? Join the Law Society of British Columbia. Our staff, volunteers and Benchers are committed to one common goal: upholding and protecting the public interest in the administration of justice.

Our Records Management Department is seeking a permanent full-time Senior Analyst, Records and Information Management. This department is responsible for the implementation and maintenance of a corporate records management system for the organization.

The duties of this position include:

- Identifies federal and provincial acts and regulations and commonly accepted international standards (ISO) relating to information collection, creation, retention and privacy.
- Identifies emerging technologies and trends to manage information assets.
- Reviews, develops, documents, revises and implements standards and procedures related to the work and develops and maintains procedural manuals and system documentation. Implements new or revised methods to improve efficiencies.
- Promotes an established corporate records and information management systems and procedures and provides training, advice and assistance to all staff.
- Establishes and maintains effective working relationships with both internal and external contacts. Interprets and communicates complex information to a broad range of stakeholders to ensure compliance and promote efficiencies.
- Supervises and mentors, develops, assigns and evaluates the work of the Records and Library Technician and Records Assistant who are engaged in related work.
- Collaborates with CLO to implement legal hold process and resumption of records destruction.
- Manages privacy and proprietary information control and requirements.
- Participates in the appraisal of archival records during the development of records and disposition schedules and taxonomy.
- Such other duties as required by the Manager of Operations.

Qualifications

- Master of Archival Studies, Master of Library Science or Master of Library and Information Studies Degree or an equivalent combination of education and experience.

- 3 to 5 years' experience in records management, preferably in a government environment with some supervisory experience.
- A high degree of computer literacy and a demonstrated aptitude for working with a variety of software packages and systems, particularly OpenText eDOCS, DM/RM and Microsoft Office Applications.
- Very good time management skills and effective multi-tasking skills.
- Strong communication and customer service skills.

To apply, please visit our careers page at www.lawsociety.bc.ca or email your cover letter and resume to personnel@lsbc.org with the subject "Senior Analyst, RIM". The closing date for this competition is March 5, 2018. We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.

This position is located at the Law Society of British Columbia office in the Yaletown area of Vancouver, BC.

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