



Position Available: Records Manager

Hours of work: 35 per week

Status: Full-time

Salary: 55,000-70,000 annually

The Nlaka'pamux Nation Tribal Council (NNTC) has an exciting opportunity for a detail-oriented team player to join our team. We are embarking on a new journey that consists of wrapping up our development and will begin implementation of our Digital Asset Management (DAM) system. We require someone with ICRM Certification and a member of ARMA Vancouver in good standing.

If you have many of the characteristics and skills we have listed below, we want to hear from you.

Characteristics and Skills

- Serve as the Records Manager responsible for leading, planning, and managing Records Management across the Organization, regardless of media or format. This will include evaluating best practices, developing a strategy, and working with cross-functional teams to develop a logical and successful program. This will include significant involvement with the Chief Architect, software development team, research team, legal team, and off-site storage.
- Ensures, in consultation with stake holders and development team, the development, establishment, maintenance, and monitoring of effective systems for safeguarding records and deployment of state-of-the-art information technology techniques and modern information management practices.
- Work with the business to ensure that employees understand their obligation to confirm that records are retained and disposed of in accordance with applicable laws, regulations and best practice requirements. Provide guidance and direction to the business regarding such requirements, as well as Records Management best practices. This will include development of training and communications.
- Maintain the Record Retention Policy and Schedule as well as the Records Management microsite on our software solution built in house.
- Manage business relationships for off-site records storage across the Organization. Work to consolidate and reduce off-site storage.
- As needed and as time permits, assist with compliance initiatives, including management of Policies, risk and data assessments, training, etc.
- Other tasks as required.

SELECTION CRITERIA

Education

- Bachelor's degree required
- ICRM Certification and a member of ARMA Vancouver in good standing

Experience

- 5+ years relevant records management experience required.
- Knowledge of Records Management Systems/Software required.
- Certified Records Manager preferred.
- Experience in both legal and information technology, and potentially library science strongly preferred.

Other

- Ability to work in a collaborative manner with cross-functional teams.
- Must be a self starter and able to work remotely
- Strong oral and written communication skills.
- Must be detail-oriented, able to prioritize and handle multiple tasks and work well under pressure in a fast-moving environment.
- Must be able to lift and carry boxes weighing 20 pounds occasionally.
- 5% - 20% travel to site

Apply by emailing your resume to Gary Abbott gabbott@nntc.ca