

Senior Records Manager Position

Established in the early 1980's, the Nlaka'pamux Nation Tribal Council (NNTC) was given the responsibility to protect and advance the title and rights of the Nlaka'pamux Nation. Title and rights are our way of life, our ties to the land and our responsibility to protect for future generations.

The successful candidate for the Senior Records Manager position will have the unique opportunity to develop a new records management system that will support the important work of NNTC and have a lasting impact. You will be part of the core Nlaka’pamux team that is creating a better future for our people through the advancement of title and rights and the exercise of jurisdiction. You will work with materials from the past and present for the betterment of future generations.

We are seeking a Senior Records Manager to join the team. This is a full-time position. Records are housed in Lytton, but Senior Records Manager will have the option of where to be based and being in Lytton when required. Some travel through the Nlaka’pamux homeland will be required. We offer flexibility in scheduling work hours to allow our staff to balance other obligations. We strive for a respectful and cooperative workplace.

Reporting to the Chief Operations Officer, the Senior Records Manager will be primarily responsible for the creation of a records management plan for NNTC and its related entities (NNTC), the implementation of the records management plan, and the management of NNTC's records department.

Specific duties and responsibilities include, but are not limited to:

* Identifying and evaluating the current records management processes in place across all NNTC programs and administration
* Creation and implementation of a records management plan
* Suggesting future direction or projects NNTC could undertake in the areas of records management
* Ensuring NNTC staff understand how to manage their records on an ongoing basis to secure the effectiveness of the records management plan in the long term
* Managing NNTC's records department, including managing staff involved in records management
* Overseeing the storage, back up, maintenance, reproduction, protection, and disposition of all records
* Ensuring compliance with the approved records management plan and all regulatory requirements for record retention
* Supporting the management of information technology
* Commitment to be a positive team member
* Commitment to respecting Nlaka’pamux title and rights

This rewarding opportunity will appeal to highly organized individuals with a degree in records management and recent experience in the evaluation and creation of organizational records plans. You should also have strong communication, computer and writing skills, an ability to be organized and detailed, and an exemplary level of integrity, work ethic, confidentiality, and accountability. Five years of previous experience in records management, especially within an Indigenous environment, would be considered an asset. A valid BC driver’s licence is required.

If you possess the necessary qualifications and skills, please forward your cover letter and resume to: [hello@praxisrecruitment.ca.](mailto:hello@praxisrecruitment.ca) This opportunity will remain posted until filled.

We thank all applicants in advance. Please self-identify, as preference will be given to Nlaka’pamux.