



District School Board of Niagara

Invites applications for the following position:

Records Management Officer

Reporting to the Board Lawyer, the Records Management Officer is responsible for the overall management and administration of records and privacy management practices for the District School Board of Niagara (DSBN). This encompasses strategy development for paper and electronic records; development of policies and procedures for records and privacy management; training and support; management and delivery of records and privacy management services.

Duties Include but are not limited to:

- Develop and maintain the Board's records management strategies as well as the DSBN's records management policies, procedures, retention schedule and records/document management system
- Maintain the set of DSBN records, including the collection, retrieval, disposal of all DSBN records, including Ontario Student Records and transcripts.
- Oversee and manage all DSBN records facilities, archives, professional art and historical collections
- In conjunction with the Board Lawyer, respond to inquiries for access to DSBN records
- Lead privacy investigation process for privacy complaint and/or breach events
- Orient and train DSBN staff on records and information privacy legislation, policies, procedures, processes, best practices and related systems
- Review or audit DSBN departments and schools to assess compliance to DSBN records management policies and procedures
- Provide DSBN schools with guidance on copyright compliance requirements, when needed and make recommendations for best practices for licensed items
- Provide effective leadership to Transcript Services staff in a unionized environment
- Support the department's Operational Services Excellence Goals through world class customer service and response
- Other related duties assigned by the Board Lawyer

Qualifications and Experience:

Candidates shall:

- Possess, at minimum, a three year College Diploma in a related field combined with additional technical and/or related training; although not mandatory, possessing a Certified Records Manager Designation and/or degree in Information Sciences (bachelor's or master's level) is recommended
- Possess several years of supervisory experience and evidence being able to work effectively in a unionized





environment, preferably in the public sector

- Evidence the ability to establish effective working relationships and work with others in a collaborative team approach
- Evidence strong communication and organizational skills
- Possess strong computer skills including experience with MS Office (Word, Excel, Access) and DocuShare Content Management Platform, and familiarity with document and electronic records management systems
- Experience administering, monitoring and preparing departmental budgets

This is a full-time position (35 hours per week) within the Board's Administrative Management Group which includes a competitive wage rate (\$68,175 - \$79,689 per annum) and a comprehensive benefits package.

Applications including cover letter, resume and three professional references must be submitted via [Apply to Education](#) **by Friday September 9, 2022 at 4:00 p.m. Please reference Records Management Officer in the Subject line.**

Lora Courtois
Superintendent of Human Resources

The District School Board of Niagara is committed to equity and inclusion in the recruitment and hiring of its employees, who reflect the diversity of our community and students we serve. We encourage and welcome submissions from candidates from diverse backgrounds to build a supportive and inclusive workplace. DSBN welcomes applications from: Indigenous peoples, members of visible minorities, women, persons with visible and non-visible disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. The DSBN is committed to "Achieving Success Together" and recognizes that increasing the diversity of its workforce supports this objective.

DSBN will make interview and employment accommodations during the selection process, based on any of the human rights protected grounds. Please notify us in advance and we will work with you to meet your needs. Applicants are thanked for making known their interest in working for the District School Board of Niagara. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.

Land Acknowledgement

The land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Métis, and Inuit peoples acknowledging this reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.

