INNOVATION
Canada Foundation for Innovation
Fondation canadienne pour l'innovation

With a bold, future-looking mandate, the Canada Foundation for Innovation equips researchers to be global leaders in their field and to respond to emerging challenges. Our investments in state-of-the-art tools, instruments and facilities underpin both curiosity- and mission-driven research that cuts across disciplines and bridges all sectors. The research infrastructure we fund mobilizes knowledge, spurs innovation and commercialization, and empowers the talented minds of a new generation.

Job opportunity

SENIOR DIGITAL RECORDS MANAGEMENT SPECIALIST

Position Summary:

The incumbent is responsible for the development and implementation of an information and data strategy for the Canada Foundation for Innovation (CFI), providing guidance and services to assist in the storing, accessing and sharing of information relevant to the CFI's mission and pursuit of its business objectives. Specifically, the individual will support the CFI in developing and managing the information life cycle for data transmitted and stored within all information and data repositories by overseeing corporate data classification, retention and disposition policies. The incumbent will lead a small team responsible for all aspects of the growing information management (IM) needs of the CFI.

Strategy development and implementation

- Lead the development and implementation of an information and data strategy for the CFI, aligning with organizational goals and objectives
- Support the development of a comprehensive information architecture and lifecycle management framework for the CFI's M365 environment, including SharePoint
- Implement best practices and acceptable use for managing electronic information according to the organization's information technology (IT) and security policies, procedures, standards and guidelines, including in the storing, sharing and disposal of information belonging to the CFI

Governance and compliance

- Lead the development, implementation and operation of the CFI's functional classification scheme and Corporate Retention Matrix to enforce lifecycle controls for CFI data and information assets; This will include policies, procedures, systems, training and guidance.
- Support information governance by continuously evaluating and reporting on it to senior management, including retention schedules and disposal practices as in compliance with CFI policies, business requirements and regulatory requirements
- Document retention and disposition decisions and actions taken to ensure that decisions are made based on established criteria and are properly recorded for audit and compliance purposes

Client support

- Analyze client business processes to identify information management requirements and provide recommendations

- Lead training and awareness initiatives to support staff in the proper management of CFI information
- Work with other business units across the CFI to ensure consistent application of information lifecycle management policies and standards
- Support the CFI's privacy programs and minimize risks to individuals' privacy by providing guidance to CFI personnel on effectively limiting the use and exposure of personally identifiable information within organizational information systems and third-party services

External partnerships and collaboration

- Maintain ongoing partnerships with federal government IM communities to stay abreast of best practices and emerging trends in the field
- Participate in any relevant CFI working groups, forums and committees to provide subject matter expertise in support of information lifecycle management compliance

Education and skills

- Master's degree in Library and Information Science
- Five or more years of relevant experience in information management and/or library science
- Proven track record in building a new digital information management program and services
- Significant experience providing information policy advice and guidance
- Substantial expertise in information architecture design and frameworks
- An equivalent combination of education and experience may be considered
- Advanced proficiency with MS SharePoint Online and related tools to support information management requirements and governance
- Strong team player with demonstrated ability to work effectively in collaborative environments
- Proficient in information analysis and adept at interpreting and applying information management policy instruments to ensure compliance and mitigate corporate information risk
- Thorough understanding of the Library and Archives of Canada Act and other legislation related to information, access to information, and privacy, as well as federal and provincial laws governing CFI records management
- Effective communication skills, both verbal and written, with demonstrated ability to convey complex concepts clearly and concisely
- Excellent analytical and problem-solving skills, with the ability to work under pressure and manage multiple complex initiatives simultaneously
- Proven ability to establish priorities, meet deadlines, and deliver high-quality results without sacrificing accuracy or quality

Assets:

- Knowledge of privacy compliance and data protection practices
- Experience with multiple enterprise content management solutions
- Experience leading client services
- Familiarity with the mandate, objectives and values of the CFI
- Bilingualism in English and French

Total compensation:

Salary range for this position starts at $87,000 per year. The CFI offers a competitive compensation package that includes employee benefits and participation in the Sun Life Financial pension plan, four weeks of paid vacation leave as well as personal days and access to the Wellness Fund that covers health and wellbeing items for you and your family.

This is a full-time position in a hybrid work environment, requiring a minimum of two days per week at the CFI offices.

Please send your CV and a covering letter by end of day on July 14, 2024 to:

Eric Desjardins
Manager of Human Resources
Canada Foundation for Innovation
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
hr@innovation.ca

We would like to thank all candidates who apply. Only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official languages principles and respects Ontario's Accessible Customer Service Policy. We attempt to accommodate individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please let us know in advance if you require an accommodation to participate in the hiring process.

The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

The Canada Foundation for Innovation respectfully acknowledges that its head office is located on the traditional, unceded territory of the Anishinaabe Algonquin People.

Visit Innovation.ca and our "Careers" page for more information about the CFI.