

TITLE: DIGITAL INFORMATION STRATEGIES ARCHIVIST

CLASSIFICATION: ARCHIVIST 24

JOB OVERVIEW

The Digital Information Strategies Archivist develops, revises, and advises on government-wide information management policy, legislation, standards, and guides; undertakes strategic research and planning projects relating to digital records, digitization, and digital archives; provides information management advice to stakeholders and clients; and performs special projects and other duties on behalf of the Senior Director.

ACCOUNTABILITIES

Required:

- Conducts research (e.g., environmental scans, jurisdictional reviews, comprehensive policy reviews, gap analysis, and trend analyses), analyses patterns and trends, and makes recommendations to Branch executive on options for developing specific policies and an overarching policy framework for corporate information management, and improving compliance with that framework.
- Develops and reviews government information management policy, standards, and enterprise architecture policy, procedures, and standards, with emphasis on digital records management, government digitization project and plans, and digital archives.
- Develops and/or delivers information management website content, mainly including IM/IT and Recorded Information Management policies, standards, and guidelines.
- Advises executive on current/emerging information management issues, and provides policy and planning advice to mitigate negative impacts, based on subject matter expertise.
- Drafts and/or reviews materials to be submitted for review/action by Executive, including presentations, communications reports, briefing notes, Requests for Proposals (RFPs), Treasury Board submissions, etc.
- Conducts comprehensive reviews and provides advice and recommendation on issues raised by the Corporate Records Officer.
- Reviews and advises on metrics and tools relating to accountabilities, risks, compliance and audit, and draft policies prepared by other branches within the Corporate Information and Records Management Office, as well as central agencies, policy staff in other branches, and other government clients.
- Consults with and advises clients and stakeholders on information management legislation, policies, best practices, trends, technologies, systems, policies, and programs as it relates to and affects them.
- Advises systems and records staff in ministries and central agencies on information management requirements and best practices pertaining to digital applications/electronic systems (e.g., website capture, email management, document and records management systems, disposition of e-records).

Career Group:

Administrative Services

Job Family:

Program Management

Job Stream:

Role:

Professional

Issue Date:

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- Initiates, leads/coordinates, and participates in projects that support corporate records management needs, including branch, division, and cross-government infrastructure, business process review projects and other working groups and committees. Represents Government Records Service and serves as a records management subject matter expert as required.
- Acts on national and international committees to develop international standards for the management of information (e.g., International Standards Organization 15489 Records Management).
- Develops special retention schedules. This involves research, writing, and extensive consultation, as well as presentation of schedules to Information Management Advisory Committee.

JOB REQUIREMENTS

EDUCATION & EXPERIENCE

- An advanced degree in archival science, library science, or another relevant field, combined with two years relevant work experience (e.g., developing/implementing policy, providing policy advice in an Information Management context, digital information management research and planning in a records management context) and/ OR an equivalent combination of education, training and experience.
- Research and policy development experience.
- Experience in digital information management policy and strategic planning is preferred.

KNOWLEDGE, SKILL & ABILITIES

- Broad knowledge of the policy development process, of government programs and statutory responsibilities, and experience working with senior officials and professionals.
- Ability to analyze and interpret the relationship of legislation and of public policy to initiatives associated with overall information management.
- Excellent interpersonal, communication and problem-solving skills to achieve commitment and consensus from stakeholders with divergent viewpoints.
- Works well in a cooperative team environment, demonstrating tact, discretion, and sensitivity when dealing with sensitive situations and confidential material.
- Strong research skills
- Excellent writing skills

OTHER

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

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BEHAVIOURAL COMPETENCIES

- **ANALYTICAL THINKING** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.
- **LONG TERM FOCUS** combines reasoned and realistic judgement and commitment to key outcomes. It demands a blending of visionary thought and drive with pragmatism and perseverance, and has been described as "steering a steady course through uncharted or difficult waters". Individuals with this competency have the ability to maintain the commitment of others, and rely upon self-confidence and insight to meet individual, situational or organizational challenges.
- **PROBLEM SOLVING/JUDGMENT** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **EXPERTISE** includes the motivation to expand and use technical knowledge or to distribute work-related knowledge to others.
- **SERVICE ORIENTATION** implies a desire to identify and serve customers/clients, who may include the public, colleagues, partners (e.g. educational institutes, non-government organizations, etc.), co-workers, peers, branches, ministries/agencies and other government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **RESULTS ORIENTATION** is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.

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