**Manager, Records and Information Management – Projects (Contract)**

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| **Department:** Office of General Counsel – Records Management Office | **Employee Group:** Administrative  |
| **Campus:** Trafalgar (May be assigned activity at any Sheridan campus) | **Payband:** NL |
| **Reference #:** 19/A/29 | **Hiring Range:** $85,631 - $85,631  |
| **Application Deadline:** Open until filled  | **Salary Range:** $85,631 - $107,039 |
| **Application Details:** Please note this is a contract role that may continue toJuly 2020. This position has been reposed for additional applicants. Previous applicants need not apply.  |

Reporting to General Counsel, the Project Lead, Records Management is responsible for managing the framework for a comprehensive records and information management and archives strategy, including business processes, information sharing, planning and decision making across Sheridan. The incumbent will lead several projects and will promote policies/procedures for records retention, storage, and disposal -- ensuring a consistent, secure, compliant and sustainable approach to protecting records assets in all forms (electronic and non-electronic). In particular, this position will be responsible for moving forward projects which contribute to the advancement of Sheridan’s electronic records and information management program.

This position provides expertise and guidance to leaders, decision making bodies, and other Sheridan information stewards on new and existing stragegies for records management. This includes ensuring the College meets related compliance obligations, maintains its corporate memory, and has ready access to information needed to achieve strategic goals. This position is also responsible for solutions that are cost-effective, lead to risk reduction and that records are protected against internal and external threats (e.g. breaches of privacy and confidentiality).

**Specific Responsibilities**

* Accountable for project initiation, ensuring successful execution, managing risk, providing change management
* Projects may include: initiatives related to electronic records and information management, updates to Sheridan’s Records Classification and Retention Schedule, digitization, developing Electronic Records and Information Management procedures
* Promotes sustainability and facilitates better electronic records and information management in support of moves toward paper-free environments
* Archival strategy, planning, and processing (including finalization and communication of Archival Procedure)
* Identifying areas where value can be added to current Sheridan processes through the implementation of records and information management practices, guidelines, and protocols
* Advising leaders at all levels on adequacy of documentation (compliance) and management of records and information assets; consulting on technology solutions for email archiving, e-discovery, legal holds and records management software
* Conducts regular review and assessment of program and operations and integrates best practices and continous process improvements to systems, processes and controls – both internally and with external vendors
* Proactively monitoring legislative, regulatory and best practice developments which may impact Sheridan, and informing senior leadership of pertinent operational requirements, legislative and regulatory matters
* Providing training and ongoing communication to the larger Sheridan community
* Other duties as assigned

**Qualifications**

* 4-year Bachelor’s degree (or 3 year diploma/degree + post graduate certificate) in business, public administration, records management, information science, library and information science or a related field
* 5 years of records management experience, including current in-depth experience with both electronic and non-electronic (manual) records management systems and conversions (or an equivalent combination of education and experience)
* Certified Records Manager (CRM) designation would be an asset
* Broad knowledge of Ontario legislation and current trends in, records and information management, email management, digitization, electronic documentation, and content management/content services, as well as knowledge and understanding of issues in electronic records management relating to file plans, versioning, metadata, naming conventions, etc., is required.
* Strong ability to quickly learn new systems, along with sound IT and IT security literacy
* Self-directed, resourceful, with an ability to lead change and compel others in sensitive situations that often require attention to privacy and diplomacy
* Experience in a college/university or broader public sector setting would be an asset

*Sheridan welcomes diversity in the workplace and encourages applications from all qualified individuals, including visible minorities, Indigenous People, and persons with disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sheridan is committed to accommodating applicants with disabilities throughout the hiring process.  At any stage of the hiring process, Human Resources will work with applicants requesting accommodation.*

*Note: Copies of educational credentials are requested at the time of an interview. As a condition of employment, Sheridan requires confirmation of educational credentials in the form of an official Canadian transcript or an official evaluation of international credentials which determines Canadian equivalency.*

**Please apply online: https://www.sheridancollege.ca/working-at-sheridan.aspx**