



FNIGC | CGIPN

First Nations Information Governance Centre
Le Centre de gouvernance de l'information des Premières Nations

EMPLOYMENT OPPORTUNITY

Senior Manager, OCAP® and Information Governance
1-year term position or indeterminate

Deadline for Applications: March 23, 2018 – 8:00 PM EST

Overview

The Senior Manager, OCAP® and Information Governance is a subject matter expert who is part leader and part doer, responsible for driving the execution of both the OCAP® and the Information Governance programs in compliance with the intended goals of FNIGC's mission, vision, and strategic plan, and, where applicable, in partnership with the FNIGC's regional member organizations, alongside the Executive Director.

The Senior Manager, OCAP® and Information Governance will play a lead role in managing the information governance services across the FNIGC, ensuring compliance with established guidelines for information governance, including ethics, privacy, and records management, and the on-going promotion and advancement of the First Nations principles of OCAP® through education and training. This role, alongside the senior management team, is also relied upon to support the continued development of operational guidelines, organizational development strategies, and the implementation of "best practices" throughout FNIGC's processes, and to support FNIGC's partnerships, collaborations, and relationships.

Duties & Responsibilities

1. OCAP®, Information Governance, and Strategic Alignment
2. Management
3. Program Management
4. Supervisory Responsibilities
5. Other duties as assigned.

Job Requirements

- Significant demonstrated expertise in issues related to research in First Nations contexts and information governance, particularly the principles of OCAP® and the work of FNIGC.
- Excellent communication and presentation skills, both written and spoken.
- Excellent interpersonal skills with an ability to relate to people at all levels, in and out of FNIGC, sometimes under challenging circumstances.
- An exceptional ability to think creatively to identify and resolve problems.
- Superior diplomacy and high levels of integrity while handling confidential information with discretion.
- Demonstrated experience engaging with a variety of partners, including First Nations communities and organizations, post-secondary institutions and related local, regional, and national governments and organizations, and the corporate sector where applicable.
- Strong organizational and time management skills to effectively handle issues simultaneously and meet scheduled timelines.
- Ability to mentor team members, set project standards and monitor progress.
- Ability to take initiative, be self-motivated and use independent judgement to respond appropriately to requests for information.
- Strong planning and project management skills.



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- Strong leadership and influencing skills.
- Dedicated team player.
- Ability to negotiate and collaborate in order to reach compromises or gain support.
- Exceptional knowledge of the Microsoft Office suite including Word, Excel, PowerPoint, and research engines and tools.
- Ability to maintain a high level of technical expertise.
- Experience working with First Nation organizations or communities, possessing operational knowledge and understanding of issues facing First Nations locally, regionally, and nationally, is required.

Education and Experience

- A graduate degree (preferred) in a relevant field and experience in a leadership role, preferably within a not-for-profit organization, demonstrating progressively more responsible experience in the public and/or private sector, involving program planning, issues management, and external relations, three years of which shall have been at a managerial or senior advisory level with management responsibilities. Significant professional experience may be considered in lieu of the educational requirements.
- Extensive experience in direct interaction with top management and drafting board-level analyses/presentations.
- Experience in managing programs/projects and team members from different organizational units.
- Experience in research by, for, and with First Nations, information governance, policy development, information management, data privacy/protection, and information technology or an acceptable combination of two or more of these elements.
- Experience working with First Nations and an understanding of First Nations social determinants of health.
- Experience working with a variety of quantitative and qualitative data forms, analytical lenses, and means of dissemination.

Hours:

Full-time (37.5 hours per week)

Compensation

As per FNIGCs policy and procedures

Status

1-year-term with the possibility of renewal or indeterminate

Benefits

As per FNIGCs policy and procedures (paid holidays, sick leave, vacation)

Direct Reports

None (currently)

Supervision

This position reports directly to the Executive Director.

Working Conditions

Office space will be located at FNIGC's Ottawa offices. Some travel may be required.



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To Submit an Application

Applicants are invited to submit a cover letter and a current resume that demonstrate that the candidate meets the minimum criteria for this position, and three (3) work-related references with current contact information. Candidates may be asked to submit copies of all certifications, diplomas, and/or degrees.

All applications received by the closing date will be thoroughly screened and only the candidates selected for an interview will be contacted.

Please submit your application via fax, mail or email by **Friday, March 23, 2018 @ 8:00pm (EST)** to:

Ms. Janet Restoule
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