



## **EMPLOYMENT OPPORTUNITY**

### **Information Management Analyst**

**Full-time, Permanent position  
(Ottawa or open to remote work within Canada)  
Deadline for applications: July 29, 2022 (or until filled)**

#### **About FNIGC**

The First Nations Information Governance Centre (FNIGC) is a non-profit organization that envisions every First Nation achieving data sovereignty in alignment with its distinct world view.

FNIGC supports the development of information governance at the First Nations community level through regional and national partnerships. In addition to serving the information, research, training, and capacity development needs of First Nations people and communities, FNIGC is home to several national surveys.

FNIGC believes that quality information collected by First Nations for First Nations can influence knowledge-based decision-making and inspire policy and programs that contribute to the health and well-being of First Nations people in Canada.

The successful candidate will be eligible for flexible work hours, remote work, a competitive salary, benefits package, pension plan and generous paid time off benefits.

#### **About the Role**

The IM Analyst understands business needs and IM requirements and ensures that users have access to relevant information, on time, to successfully meet their work objectives. More specifically, the IM Analyst provides advice and guidance to the organization on information handling, information lifecycle management and the interpretation of policies and guidelines and plays a pivotal role in the acquisition/design/maintenance of information assets, systems and applications. This position reports to the Senior Manager, Information Management & Information Technology.

## **Primary Duties and Responsibilities:**

### **Guidance and Support**

- Develops, reviews, and implements FNIGC's information management guidelines and processes to promote best practice and maintain alignment with IM/IT policies to ensure the integrity, security, retention, and preservation of information assets.
- Collaborates with internal teams and networks to identify, validate, and assess interdependencies of requirements across program areas within FNIGC; analyzes and provides expertise on the IM implications of the adoption of technologies within FNIGC that result in more streamlined and efficient processes, better informed decision-making, and enhanced program delivery.
- Seeks feedback from users to recognize areas for improvement to ensure efficient information management processes and tools.
- Contributes to the development of frameworks for IM services and service delivery options, and business and operational plans.
- Adapts to changing environments, working with differing levels of technology and engaging with other IM organizations on specific topics of interest and the latest developments and innovations in the IM/IT field.

### **Implementation and Maintenance**

- Implements and maintains the FNIGC classification structure, metadata and security models in Microsoft 365 applications (i.e., SharePoint) and provides advice on their use.
- Participates in planning and coordinating the design, modification and maintenance of information management systems, including conducting usage and quality assurance audits, and providing operational and process support to users.
- Participates in the implementation of IM projects, including the identification and anticipation of risks and the analysis of relevant policies, procedures, and work activities. Provides updates on all project activities.
- Supports the planning, assessment, and procurement of information management systems and applications.
- Responds to IM service requests, including providing input to change requests, providing advice and guidance to staff and management on various aspects of IM, and liaising with other service providers on solutions.
- Conducts regular audits to ensure information assets are safeguarded and the appropriate controls are applied; provides advice on information risks and mitigation.
- Develops and maintains FNIGC's retention schedules and disposition process.

### **Awareness and Training**

- Supports the development and delivery of presentations on the IM environment to management, employees and stakeholders as required.
- Participates in planning, designing and coordinating training and awareness sessions on information management processes and tools, including delivering training sessions and developing manuals and guides for users.
- Ensures best practice is implemented within the organisation with regards to the creation, management, organisation and sharing of information to maximize collaboration and re-use.

### **The Ideal Person has:**

1. A Bachelor's degree or College Diploma in an information management discipline or related post secondary training and at least 2 (two) years of experience OR similar education or training and at least 5 (five) years of experience within the field of information management.
2. Experience in providing advice and guidance on IM/IT programs or projects.

3. Experience in developing and delivering IM training and awareness sessions to users on best practices and tools.
4. Knowledge of data management.
5. Experience working with First Nations and an understanding of First Nations issues will be considered an asset.
6. Excellent communication skills, both written and spoken.
7. Excellent interpersonal skills with an ability to relate to people at all levels, in and out of FNIGC.
8. An ability to think creatively to identify and resolve problems.
9. High level of integrity while handling confidential information with discretion.
10. Strong organizational and time management skills to effectively handle issues simultaneously and meet scheduled timelines.
11. Ability to take initiative, be self-motivated and use independent judgement to respond appropriately to requests for information.
12. Dedicated team player.
13. Ability to collaborate to reach compromises or gain support.
14. Exceptional knowledge of Microsoft 365 applications including SharePoint, Teams, Outlook, and the Microsoft Office suite.
15. Experience working with First Nation organizations or communities possessing operational knowledge and understanding of issues facing First Nations locally, regionally and nationally.
16. First Nations lived experience is an asset.

### **Application Information**

We invite qualified candidates to send their résumé and cover letter telling us why you think you'd be a great addition to the FNIGC team to [recruitment@fnigc.ca](mailto:recruitment@fnigc.ca) by July 29, 2022, or until the position is filled.

As preference in hiring will be given to First Nations candidates, applicants are encouraged to self-identify. FNIGC is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.