



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

Senior Manager, Records and Information Management

Job ID 137720-en_US-2430

Web Address

https://careers.indigenous.link/viewjob?jobname=137720-en_US-2430

Company Scotiabank

Location Toronto, ON

Date Posted From: 2022-01-25 To: 2050-01-01

Job Type: Full-time Category: Finance

Description

Requisition ID: 137720

Join a purpose driven winning team, committed to results, in an inclusive and high-performing culture. Purpose of Job: Reporting the Director, Records & Information Management, the Senior Manager Record and Information Management, supports the implementation of the global Records & Information Management (RIM) Program including the facilitation of effective and efficient information management in accordance with legal and regulatory requirements and internal business requirements. Job Responsibilities: RIM Program Implementation

- Support the overall design and implementation of an enhanced global enterprise-wide RIM Program.
- Execute on Target Operating Models across all lines of defense, business lines and corporate functions.
- Liaise with external networks and professional industry associations and organizations to enhance and advance records and information management competencies and knowledge.

RIM Program Policy and Retention Schedules

- Implement, and maintain an Enterprise Retention Schedule incorporating global legal, regulatory, and business requirements.
- Create and develop, RIM Program governance policies, standards, and, processes and monitor compliance adoption.

- Design and conduct regular review assessments of the RIM Program to evaluate risk levels, and measure productivity and performance.

RIM Program Communications and Change Management

- Develop and execute on a comprehensive communication and change management strategy to achieve awareness and ensure adoption of RIM Program functions across the enterprise.
- Support and deliver of records and information management training and educations programs to business lines and core functions.
- Champion the RIM Program and heighten the awareness of records and information practises to key internal partners and stakeholders.

RIM Program Technology Oversight

- Define RIM Program requirements for emerging technology repositories that store and manage digital records and information.
- Partner with Information Technology (IT) to develop enhanced technology-based practices and process for RIM Program controls and governance.

Job Requirements:

- 5+ years experience in a records and information management or information governance role.
- Knowledge of records and information management industry standards, best practices, methodologies, and frameworks.
- 5+ years experience developing, implementing, and managing similar large-scale, cross-functional organizational change initiatives.
- Experience and knowledge of change management, communications and learning principles, methodologies, and tools.
- Solid understanding of financial institutions, infrastructures, and markets
- Excellent organizational skills and ability to manage multiple projects.
- Ability to identify, manage and collaborate with multiple stakeholders across a global footprint.
- Excellent written and verbal communication skills to prepare communications and interact effectively with senior levels of management.
- Undergraduate degree required; with advanced degree and certifications in records and information management preferred.

Location(s): Canada : Ontario : Toronto

Scotiabank is a leading bank in the Americas. Guided by our purpose: "for every future", we help our customers, their families and their communities achieve success through a broad range of advice, products and services, including personal and commercial banking, wealth management and private banking, corporate and investment banking, and capital markets.

At Scotiabank, we value the unique skills and experiences each individual brings to the Bank, and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation (including, but not limited to, an accessible interview site, alternate format documents, ASL Interpreter, or Assistive Technology) during the recruitment and selection process, please let our Recruitment team know. If you require technical assistance, please click [here](#). Candidates must apply directly online to be considered for this role. We thank all applicants for their interest in a career at Scotiabank; however, only those candidates who are selected for an interview will be contacted.

For more information, visit [Scotiabank for Senior Manager, Records and Information Management](#)