



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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Team Lead - Information Management

Job ID 17-968-06-044-8260
Web Address <https://careers.indigenous.link/viewjob?jobname=17-968-06-044-8260>
Company CSIS
Location Ottawa, Ontario
Date Posted From: 2018-06-26 To: 2050-01-01

Description

Closing Date 2019-05-29

Reference Number 17-968-06-044

Job Category Experienced

Who Can Apply Canadian Citizens

Location Ottawa, Ontario
Montreal, Quebec
Salary Range \$61,380 - \$74,670

Status Indeterminate (permanent)

Term 1- year

Language Requirement Bilingual Imperative (BBB/BBB)

Job Summary

- Manage the activities of the Unit by maintaining the integrity of the files systems, establishing and scheduling activities, prioritizing work assignments, allocating staff to meet fluctuation in workload, evaluating work performance and providing training.
- Develop, evaluate, recommend, and implement procedures, guidelines and assess functionality of new systems.
- Implement and apply policies related to Information Management
- Investigate and respond to inquiries and recommend solutions to the Head.
- Liaise and make recommendations to clients and IM management on issues related to Information Holdings.
- Plan, organize, evaluate and conduct record improvement studies and compose reports for management.
- Direct, guide and advise employees on proper records management practices to ensure availability of information to clients.

Education

- Undergraduate degree two (2) years of relevant and recent experience
 - College diploma and four (4) years of relevant and recent experience
- Relevant programs of study include but are not limited to:
- Information and Records Management
 - Library Science
 - Archival Studies
 - Business Administration

The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense from an accredited learning institution recognized in Canada. Note: Any higher level of education could be recognized as experience.

Experience

Relevant experience is defined as:

- Experience working in an Information Management support capacity including research, analysis and life cycle information management
- Experience delivering client service to employees in an Information Management environment including but not limited to providing guidance and advice on the interpretation of related policies and procedures

Candidates must also possess:

- Experience in writing reports such as status reports, briefing notes, presentations, etc. using MS Office Suite (Excel, Word, and PowerPoint)
- Experience working on projects related to Information Management
- Experience with computer applications pertaining to Information Management functions
- Experience in supervising employees and/or resources.

Competencies

- Analytical Skills
- Client Service
- Interpersonal skills
- Organizational Skills/Multitasking
- Problem Solving
- Supervisory/Management skills

Conditions of Employment

Not Applicable

Notes

Please note that for all experience requirements listed in this tabloid, the selection committee is looking for recent experience, that is, experience acquired within the past five (5) years. A written exam will be used as part of the overall assessment combined with the competency based interview.

Reference Links

Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit CSIS for Team Lead - Information Management