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

Information Management Officer

Job ID	**21-968-06-088-2739**
Web Address	
https://careers.indigenous.link/viewjob?jobname=21-968-06-088-2739	
Company	CSIS
Location	Ottawa, Ontario
Date Posted	From: 2021-06-02 To: 2050-01-01
Job	Type: Full-time Category: Public Administration

Description

Closing Date 2021-08-18

Reference Number 21-968-06-088
Job Category Experienced

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range $65,460 - $79,640
Status Indeterminate (permanent)

Language Requirement Bilingual imperative (BBB/BBB)

Job Summary
The Information Management Officer is responsible for developing, organizing and administering the activities and projects in support of Information Management Programs.
- Coordinate and assist in the development of project objectives/plans, quality control standards, contributing to training programs, and assisting in the planning cycle.
- Direct the maintenance of applications by providing advice, guidance and interpretation of policies and procedures.
- Resolve problems by analyzing and advising on policies, procedures and technology utilizing information from open and classified sources, as well as Project Management methodology.
- Research, conduct studies, and test new software and system functionality in order to identify requirements and recommend changes to processes as well as to information systems.
- Provide client service by responding to inquiries and providing advice regarding security and access to corporate information. Maintain and update security groups across all databases and

security profiles on individual documents.
- Deliver awareness sessions/presentations related to the Information Management program.
- Control and coordinate access applications by issuing accounts, passwords and setting resource access profiles for all personnel.
- Prepare communiques and correspondence for management.
- Interpret governing legislative policies/procedures and communicate/advise management on the impact to IM program.
- Provide initial reports to assess the integrity of applications in accordance with user requirements and application demands.

Education

- Undergraduate degree and one (1) year of relevant and recent experience
- College diploma and three (3) 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 through a recognized credential assessment service. 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 in client service delivery 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 with computer applications pertaining to Information Management functions.
Assets Candidates should also demonstrate whether they meet any or all of the following criteria:
- Recent experience dealing with legislative Information Management requirements in support of administrative, legal or litigation proceedings such as ATIP request, etc.
- Experience in entering and manipulating data in databases or using Microsoft Excel.
- Experience in preparing and delivering PowerPoint presentations, briefings and information sessions.
- Experience in researching and writing Information Management policies, procedures, or planning documents.

Competencies

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

Conditions of Employment
Not Applicable

Notes
The majority of work in our organization must be done in the office and cannot be performed at home. 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 Information Management Officer