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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Keewatin, ON P0X 1C0

Information Management Analyst

Job ID	**22-968-08-054-6985**
Web Address	https://careers.indigenous.link/viewjob?jobname=22-968-08-054-6985
Company	CSIS
Location	Ottawa, Ontario
Date Posted	From: 2022-07-29 To: 2050-01-01
Job	Type: Full-time Category: Public Administration

Description
 Closing Date 2022-08-26
Reference Number 22-968-08-054
Job Category Experienced
Who Can Apply Canadian Citizens

 Location Ottawa, Ontario
Salary Range $84,050 - $102,250
 $73,970 - $89,970 (underfill)
Status Indeterminate (permanent)
Language Requirement Bilingual Imperative (BBC/BBC)

Job Summary

- Plan and conduct in-house reviews and special studies by identifying concerns and program deficiencies; by researching and analysing relevant policies, procedures, processes and by recommending and implementing solutions/improvements to ensure information management requirements are met.
- Develop and present awareness sessions to all Service employees by promoting IM programs.
- Develop new methodologies, approaches/strategies and recommend solutions to ensure the efficient operation of the IM program by researching and evaluating new IM collaborative tools through the introduction or evolution of technology.

- Review and analyse new initiatives and projects for their ability to save or capture information of business value to ensure that relevant content can be stored and retrieved.
- Guide and mentor CSIS program areas by identifying information of business value and by determining the integration into the information management architecture.
- Manage and communicate information management best practices by ensuring business areas are compliant with and aware of CSIS and Government of Canada IM regulation and legislation.
- Develop, implement and monitor IM strategies to augment re-utilization, sharing and dissemination of corporate knowledge and valued Service information.
- Act as a subject matter expert for all personnel regarding complex IM issues in order to determine IM impact as well as provide effective solution options.
- Liaise with other government departments/agencies to ensure that CSIS IM practices and procedures remain effective and efficient when new technology policies and projects are introduced.

Education

- Undergraduate degree and three (3) years of experience*
- Underfill - 2 years of experience *

- College diploma and five (5) years of experience*

- Underfill - 4 years of experience *

- High school diploma and seven (7) years of experience*

- Underfill - 6 years of experience *

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

- Experience working in an Information Management** or Information Technology*** environment including research, analysis, information or data life cycle management within the last seven (7) years.
Candidates must also possess:
- Two (2) years experience gathering, analyzing or providing requirements for projects.
- Two (2) years experience in identifying problems and challenges and recommending solutions to management.
- Two (2) years of experience providing both with written and oral communication (e.g. briefing notes, presentations and status reports) to employees at different levels.
- Two (2) years of experience communicating with or advising employees on policies and procedures.
- Two (2) years of experience in researching, analyzing and recommending current standards, practices and/or products, relating to information or data management concerns.
**Information management is defined as, for example, information governance/policy, records management, access to information and privacy, information management systems (i.e. InfoDepot, GCDocs, RDIMS), archives and libraries
***Information technology is defined as, for example, information technology governance/policy, metadata management, business analysis)

Competencies

- Behavioural flexibility
- Organizational skills/Multitasking
- Communication
- Initiative
- Problem solving

Conditions of Employment
 Not Applicable

Notes
 Not Applicable

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 Analyst