

THE CORPORATION OF THE COUNTY OF WELLINGTON

Office of the CAO
County Clerk's Office
Requires an

Information Management Analyst

The Information Management Analyst assists the Manager of Privacy and Information in all phases of the County's information management programme, including protection of privacy, records retention, and electronic information management. The Information Management Analyst will support the deployment of the County's Electronic Document Records Management System (EDRMS) within a SharePoint environment. The Analyst will apply proven research, analytical, and problem-solving skills to identify and resolve issues in order to maximize the benefit of the County's EDRMS. This position is responsible for developing and delivering training and change management sustainment plans to all County staff.

The minimum qualifications for this position include:

- Four-year University Degree in Public Administration, Information Sciences or related field.
- Certificate in Records and Information Management is an asset.
- Minimum four years of experience or equivalent, preferably in a municipal government setting.
- Experience with municipal government structures, core services and understanding of privacy and record management practices and standards.
- Experience with content management systems including creation and modification of digital content and managing workflows is considered an asset.
- Knowledge and familiarity with information management systems (e.g. SharePoint) and Microsoft Office desktop applications is required.
- Experience in project management and change management processes are an asset.
- Demonstrated ability to communicate, facilitate and make presentations to all levels of staff.
- Proven success in leading projects and training initiatives with staff from multiple departments either in person or virtually.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

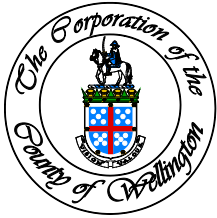
This position offers a comprehensive benefit package and a salary range of: \$70,870.80 to \$82,901.00 (2022 Non Union Compensation Grid), based on a 35 hour work week.

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #253-22 by Friday, June 24 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON POSITION DESCRIPTION

Title: Information Management Analyst	Reports to: Manager of Privacy and Information
Department: Office of the CAO – County Clerk’s Office	Positions Supervised: 0
Effective: February 2022	Revised: June 2022

BASIC FUNCTION:

The Information Management Analyst assists the Manager of Privacy and Information in all phases of the County’s information management programme, including protection of privacy, records retention, and electronic information management. The Information Management Analyst will support the deployment of the County’s Electronic Document Records Management System (EDRMS) within a SharePoint environment. The Analyst will apply proven research, analytical, and problem-solving skills to identify and resolve issues in order to maximize the benefit of the County’s EDRMS. This position is responsible for developing and delivering training and change management sustainment plans to all County staff.

PRINCIPAL RESPONSIBILITIES:

Under the supervision of the Manager of Privacy and Information, the Information Management Analyst has the following duties and responsibilities:

- Develops a clear understanding of needs, objectives, processes and system requirements for the County’s EDRMS and Information Management programme
- Performs a lead role in the planning, design and deployment of enhancements to existing systems.
- Researches and recommends new systems and enhancements to existing EDRMS and Information Management programme and procedures.
- Works in partnership with members of the IT team in the development, implementation and testing of EDRMS.
- Administers and updates the Information Architecture of the EDRMS software.
- Works with IT and end users to coordinate and perform in-depth testing including end-user reviews.
- Prepares and maintains high quality procedures and documentation.
- Develops and maintains training materials and delivers end user training as necessary.
- Supports the development of database improvements within the County EDRMS.
- Assist in the development of data processes, information monitoring and reporting methods in relation to the EDRMS and disposition of records process.
- Develops and implements a change sustainment plan to support end users of the County’s EDRMS.
- Developing and executing change management, training and communication strategies.
- Developing metrics, reports, profiles, documentation and recommendations.
- Assisting in design, configuration, deployment and testing of the EDRMS solution.
- Training on multiple dimensions within the Information Management division.

- Identifies issues and trends regarding current IM technologies, business practices and programmes and makes recommendations for changes and improvements.
- Participate as a member of the County's Records and Information Management Group with our Local Municipalities.
- Participate as a member of the WellDocs group.
- Trained in and knowledge of the Manager of Privacy and Information role, and provide coverage and functional advice in the incumbent's absence.
- Provide additional support to the Clerk's Department.
- Performs other related duties as assigned.

ACCOUNTABILITY

Must provide advice and make sound recommendations to management related to complex issues of policy and/or programme initiatives.

PROBLEM SOLVING RESPONSIBILITIES:

- Ability to deal with multiple issues under conflicting time constraints.
- Ability to identify and rectify corporate website issues and problems.
- Ability to interpret provincial and federal legislation.
- Continual learning as technology changes.

CONTACTS:

- Internal: County employees at all levels
- External: software vendors, consultants and general public

MINIMUM QUALIFICATIONS:

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- Experience in project management and change management processes are an asset.
- Demonstrated ability to communicate, facilitate and make presentations to all levels of staff.
- Proven success in leading projects and training initiatives with staff from multiple departments either in person or virtually.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

SKILLS AND COMPETENCIES:

- Excellent oral and written communication skills, including the ability to deliver effective presentations and facilitate group based activities.
- Knowledge of theories, principles and best practices in the field of analytics, information management and data standards.
- Knowledge of provincial legislation and policies relative to records management along with knowledge of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Able to plan, organize, and manage multiple projects with competing deadlines.
- Can collect, organize, and analyze data to identify trends, issues, and opportunities.
- Can make recommendations to address gaps and data improvements.

- Can establish and maintain effective working relationships with staff and stakeholders at varying levels.
- Excellent attention to detail and strong organizational skills.
- Excellent computer skills and with strong proficiency in Microsoft Office Suite (Word, Excel, Outlook, Power Point, Adobe Acrobat and SharePoint).
- Ability to maintain accurate records and manage sensitive and confidential information.
- Ability to train and motivate staff.
- Highly self-motivated and enthusiastic.

OTHER:

- Location: County of Wellington Administration Centre, 74 Woolwich Street, Guelph;
- Hours of Work: Monday to Friday, 35 hours per week; Some afterhours work may be required.