

Job Description/Specification

Identification	J0187	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Archivist and Records Manager	FORMER TITLE/DEPARTMENT: Records Management Co-ordinator
DIVISION/DEPARTMENT:	RT/Information Services	PAY GRADE: 7
SUPERVISOR'S TITLE:	R&T Director	DATE APPROVED: February 3, 2016

Function and purpose (a)

Plans and co-ordinates an integrated, cross-divisional records management program throughout the Federation. Develops records management and physical and electronic archival policies and procedures. Establishes and maintains quality control and security procedures to ensure the effective management of centralized and departmental records throughout their life cycle. Co-ordinates a central records centre which establishes and maintains control over the management of the Federation's records and archives.

Under the Direction of the Privacy Officer, provides support to the Federation Privacy Program and acts as a resource on privacy related matters.

Supervises Information Services and Records staff.

Principal duties and responsibilities (a)

1. Responsible for the overall development and co-ordination of an integrated records management plan that will meet the information requirements of the Federation; ensures consistent records management standards and procedures are followed throughout the Federation. Recommends or designs records management systems to meet information management requirements of the Federation including the records classification and retention schedule, specialized databases, document imaging, and electronic document management. Prepares and recommends records management policy and procedures for the Federation. Documents and implements policies and procedures accepted by the Federation.
2. Develops, implements, and manages the ongoing operation of an electronic document management system for the Federation's records. Develops the system design definition, incorporating records management functionality; identifies and formulates policy, including access and security;

develops and implements training and audit procedures. Provides for system administration, in collaboration with the Information Technology Department.

3. Designs and implements a centralized subject file classification system for the Federation's records, and provides training to departmental staff; develops and implements records retention schedules for the Federation's administrative and operational records, audits and evaluates records to determine their historical and legal value and to determine the records to be transferred to the archives or authorized for destruction.
4. Co-ordinates and prioritizes the daily ongoing work and records management projects of the records analyst; ensures established procedures and systems are followed and that quality control standards are maintained; provides technical direction and training on work methods and procedures relating to records management systems.
5. Co-ordinates the technical and administrative support for the records management software application and ensures that system administration functions are carried out by the Records Analyst. Analyzes and resolves problems relating to technical issues and user support.
6. Manages implementation projects to standardize records systems and procedures in all Federation departments. Provides orientation and training to BCTF staff on the methods, procedures and policies of records management. Consults with and assists Federation departments and divisions in creating and maintaining systems to manage specialized files.
7. Screens requests for confidential information; receives instructions and advice from the Executive Director on restricted access to files and records; ensures the safekeeping of all centralized and shared records; maintains offsite storage access authorization codes for Federation staff, co-ordinates the off-site records storage program.
8. Develops guidelines and procedures for the management of electronic mail records; provides direction and guidance on the internal use of the Internet technology for information distribution (intranet applications); ensures currency and relevancy of information through the use of retention schedules and authorization mechanisms
9. Develops and co-ordinates the vital records program for the Federation. In co-operation with all departments, develops and monitors a disaster recovery plan.
10. Develops and implements a communications strategy for the records management program, which includes departmental presentations, progress reports, user surveys, and guidelines for staff.
11. Develops records management and archival policies and procedures for use by locals and PSAs; communicates policies and procedures to local presidents and PSA officers; provides training

through Federation sponsored events, including the Federations' Leadership Institute and the Summer Conference.

12. Under the Direction of the Privacy Officer, supports the Federation privacy program by processing member access requests, participating in project steering committees to ensure compliance with Federation obligations, overseeing and co-ordinating the inclusion of privacy requirements in Federation contracts, advising and assisting in the development of policies and procedures, reviewing and ensuring appropriate electronic and physical safeguards are in place.
13. Co-ordinates records research requests to retrieve and compile information on Federation activities for staff; assists teacher members, university students, and other researchers with historical/archival research.
14. Develops archival policies and procedures; coordinates the development of Federation archives in compliance with national standards; conducts arrangements and description of archival records; ensures that preservation methods are applied to archival records.
15. Conducts appraisal of Federation archival records. Appraises and evaluates potential archival donations from outside individuals and organizations to determine their value and relevance to the BCTF archives.
16. Coordinates and conducts research of archival records. Initiates, in conjunction with the Executive Director, and participates in new initiatives and/or projects concerning Federation archives.
17. Develops archival databases to facilitate the retrieval of records.
18. Responsible for the planning and budget preparation for information services program; assembles supporting material and cost justification.
19. Keeps informed on new technologies and equipment available and conducts cost-benefit analyses of same; initiates changes in methods and procedures to ensure maximum efficiency and accuracy of the records function.
20. Keeps informed of changes and development in the professions of records management and archives through professional literature. Participates, when feasible, in professional development opportunities available from professional associations. Promotes information/records management products and services.
21. Schedules hours of work and leaves of absence for Information Services and Records staff according to established policies and/or collective agreement; with the HR Director conducts

interviews with job applicants. Ensures the training of new staff and evaluates staff performance. Responsible for DayForce entries for Information Services, Records and Research staff.

22. As required acts as project sponsor for Electronic Document Management and Records Management systems. Participates as a member of cross-divisional workgroups, steering committees and project teams.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

A minimum of five years related records management experience and a minimum of two years experience as an archivist are required. Must have experience with technologies in records management, with the implementation of computer systems in a records environment, and with PC based systems; knowledge of electronic document management systems and intranet applications an asset.

Project management skills are required. Must have excellent oral and written communication skills; demonstrated ability to consult with client groups and interpret client needs; demonstrated knowledge of records management theory and practice including indexing and document control; strong organizational and planning skills. An ability to work co-operatively and positively with people in a demanding team environment.

Knowledge of provincial and federal privacy legislation and knowledge of workplace privacy issues are required.

Education and training (c)

Undergraduate degree. Masters of Archival Studies required.

Licences and certificates (c)

Certified Records Manager Certificate.

Environment (g)

Physical/emotional environment limited to conditions normally associated with office work such as communication skills, equipment operating dexterity, and scheduling pressures. High use of computer, large volumes of printed and electronic information that needs to be gathered, managed, and distributed.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with all levels of Federation staff are required to implement a cross-divisional program and to explain or clarify information, to obtain co-operation and to instruct on records management, archives, and electronic document management policies and procedures, and privacy policies and procedures.

Contacts and relationships with persons external to the Federation office include, executive committee, teacher members, university students, researchers, and representatives and staff members of organizations that require information and materials. These contacts involve the explanation, clarification and the obtaining of co-operation with policies and procedures, and with information provided. Information is of a highly sensitive, confidential nature.

Contact with BCTF members when dealing with access requests is also required. These requests are of a highly confidential nature often involving personal medical information and require a thorough understanding of privacy laws and how they are applied.

Contacts and relationships with local presidents and PSA officers are required for the development of records management and archival policies and procedures, communication and training of records and archival practices, and for the provision of consultation and direction on local and PSA records management and archival initiatives.

Poor handling could have a marked effect on good relations, good will, and BCTF reputation and prestige.

Machines, equipment and work aids used

Personal computer, laser printer, label printer, scanner micrographic reader/printer, photocopier, and fax machine.

Positions supervised (e)

Information Specialist

Records Analyst

Library Technician

Physical and/or mental effort (f)

Mental effort required is consistent with that of any demanding information management/service environment.

Working conditions (g)

No excessively disagreeable or undesirable elements are present with the work. Some lifting, contact with dust and potential eyestrain associated with heavy computer use.

Feb. 9, 2016
Date

David Han
Incumbent

[Signature]
Supervisor

J0187
February 3, 2016

