

Job Title: Senior Records and Information Management Analyst

Location: Edmonton

Full/Part Time: Full Time

Regular/Temporary: Regular

Scope

Open

Closing Date

February 10, 2012

Classification

Program Services 4

Ministry

Service Alberta

About Us

Service Alberta touches the lives of Albertans every day. Whether registering a car, buying a house, starting a business or looking for information about the province's consumer protection legislation, Albertans are accessing some of the many services, products and information offered by our ministry. We are also committed to delivering high quality, coordinated business, financial and technology services to government ministries.

To learn more about us, visit www.servicealberta.gov.ab.ca

Role

Is your focus in 2012 your career? Our focus is records and information management. Take charge of this challenging opportunity by applying to become a part of our dynamic team that is at the forefront of change!

Reporting to the Manager of Business Analysis and Design, you are an information management professional who is ready to keep the Alberta Public Service moving towards a corporate records and information management framework focused on best practices and service excellence.

Your success in this role will be at your fingertips through hands on involvement in a variety of cross-government projects and initiatives. Applying your business analysis skills, you will analyze solutions and prepare recommendations for records and information management standards, policies and processes. Your strong knowledge in records classification structures will be invaluable in developing classification systems and retention and disposition schedules.

As the Senior Records and Information Management Analyst, strong project management experience and negotiation skills will be essential as you will be working with a variety of stakeholders at various levels. Your well-developed analytical skills, business writing technique, and ability to build effective working relationships at all levels throughout government will push your career to the next level.

Qualifications

University degree in a related information management field plus four years progressively related experience in a combination of records management policy development, business analysis, issues research, project management and business process improvements is required. Equivalencies will be considered.

Salary

\$2,496.56 - \$3,272.65 bi-weekly (\$65,160 - \$85,416 per annum)

Notes

This competition may be used to fill future vacancies at the same and/or lower classification levels.

How to Apply

Online applications are preferred. If you are unable to submit an electronic version of your resume, please submit your resume, quoting the Job ID 1009357, to: Marie Majtenyi, Service Alberta, 11th Floor, South Tower, Seventh Street Plaza, 10030 – 107 Street, Edmonton, Alberta, T5J 3E4. Phone: (780) 427-3202. Fax: (780) 415-6091.

Closing Statement

If you require any further information on this job posting, please contact Marie Majtenyi at Phone: (780) 427-3202 or e-mail: (Marie.Majtenyi@gov.ab.ca). We thank all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted.