

**Job Title:** Team Lead, Transfer and Disposition Services

**Location:** Edmonton

**Full/Part Time:** Full Time

**Regular/Temporary:** Regular

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**Scope**

Open

**Closing Date**

February 10, 2012

**Classification**

Administration 2

**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](http://www.servicealberta.gov.ab.ca)

**Role**

Are you looking for a career that will let you work with the brightest minds in the records management industry? Look no further! The Team Lead, Transfer and Disposition Services strives to help client ministries' dreams by turning the complex world of records retention and disposition into brilliant solutions!

Reporting to the Transfers and Disposition Manager, you are one of the leaders in providing advice and support to ensure records and information management services are provided to ministries across the Government of Alberta.

Victory in this role will be at your fingertips through hands on leadership in staffing, team development, recommending new approaches and processes to meet changing client business needs or new technology. Applying your solid knowledge of records management policies, procedures, acts and legislation, you will provide records and information management advice to ministries, including the development and implementation of solutions.

As the Team Lead, Transfer and Disposition Services, strong project management experience and influencing skills will be essential as you will be working with a variety of stakeholders at various levels. Your well-developed communication skills and ability to build effective working relationships will push your career to the next level.

**Qualifications**

Diploma in a related field plus five years progressively related experience in a combination of records process development, records systems, and project management is required. Experience in a supervisory capacity is required. Equivalencies will be considered.

**Salary**

\$2,080.46 - \$2,730.58 bi-weekly (\$54,300 - \$71,268 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 1009320, to: Marie Majtenyi, Service Alberta, 11<sup>th</sup> 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.