



SPECIALIST, ENTERPRISE DATA AND INFORMATION GOVERNANCE (CONTRACT)

JD#: MC843

Job Number: J0224-0885

Job Title: Specialist, Enterprise Data and Information Governance (contract)

Department:
Office of the City Clerk

Job Type: Contract

Job Category: Public Administration

Number Of Positions: 2

Date Posted: February 23, 2024

Closing Date: March 22, 2024

Salary: \$89,754.00 - \$106,846.00/Year

Hours of work: 8:30am - 4:30pm

Schedule: Monday-Friday, 8:30am - 4:30pm

Union: Non-union

Vaughan is one of Canada's fastest-growing cities. Its emerging downtown, the Vaughan Metropolitan Centre; Canada's first smart hospital, the Cortellucci Vaughan Hospital; and the 900-acre North Maple Regional Park continue to generate momentum and excitement. Be part of something amazing and build your career at the City of Vaughan!

The City is an equal-opportunity employer and a forward-looking municipality that is committed to fostering a dynamic workplace that is diverse, inclusive and welcoming. As an award-winning organization for its employment and diversity and inclusivity practices, the City is focused on providing its employees with a thriving professional environment that leverages flexible work arrangements, a family-focused benefits package emphasizing work-life balance, learning and growth opportunities, and a place where collaboration and teamwork are valued.

Excellence demands brilliant personalities, visionary thinking and a passion for public service. Vaughan is your place to grow.

Position Overview

The Specialist, Enterprise Data and Information Governance, plays a key role within the Enterprise Information Management Services (EIMS) team, mainly responsible for the City's Enterprise Content Management Software (ECMS) system implementation and sustainability. This position provides strategic and functional advice on the evaluation, planning, and continuous improvement of the City's EIMS infrastructure and systems regardless of format. This includes: systems evaluation and design; risk assessments; Information Governance (IG) policy tools development and EIM advisory services. As the main administrator of the City's ECMS system, this position will be responsible for system configuration, training of staff, providing day-to-day functional support, updates, liaising with the system vendor and the Office of the Chief Information Officer (OCIO) to resolve technical issues and ensure optimal operation, and gather feedback regarding EIM systems effectiveness.

At employee request, this position is eligible to take part in our hybrid work model as outlined in the City's Alternative Work Arrangement Policy.

Qualifications and Experience

- Minimum five (5) years' experience in records/information management, with at least three (3) years' experience in ECM software system deployment and management.
- Certified Information Professional and/or Certified Records Manager designation an asset.
- Project Management experience with a focus on EIM or ECM an asset.
- Must possess the ability to provide functional guidance with ECM Products & Utilities, specifically focusing on Information access and security modeling, Records/Information Management, Business Workflows, Governance and Reporting.
- Strong written and verbal communication skills with the ability to engage with stakeholders on different levels.
- Knowledge and experience with M365/SharePoint product suite and LaserFiche, and associated EIM capabilities.
- Experience and knowledge in Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is an asset. Demonstrated ability to exercise discretion when handling sensitive and confidential data.
- Strong interpersonal skills and presentation skills to provide effective training and support to staff on ECM functionality and practices.
- Knowledge of, or demonstrated ability in, the City's core competencies and relevant functional competencies.
- Valid 'G' driver's license, in good standing, with access to a reliable vehicle for corporate use.
- Ability to work outside normal business hours as required.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.