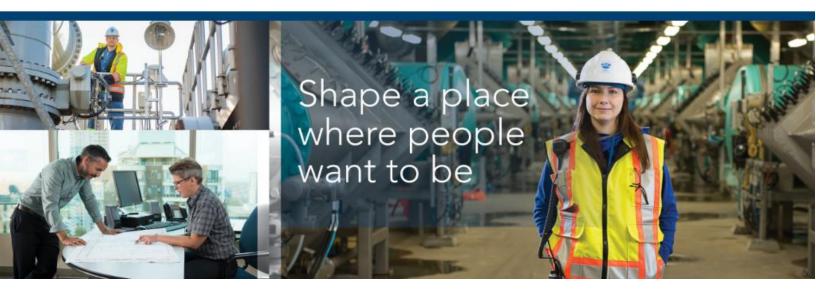
metrovancouver



Position Title: Records Analyst **Position Status:** Full-Time Regular

Department: Board & Information Services **Employee Group:** Teamsters Local 31 **Location:** 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T24 \$3,077.63 - \$3,634.43 bi-weekly

Our Board & Information Services Department is seeking a Records Analyst who will develop, operate and maintain Metro Vancouver's records management program throughout the records lifecycle.

You are:

- Passionate about applying archival theory and records management concepts in an organizational context;
- A people-oriented person and enjoy translating records management concepts in audience appropriate language;
- Interested to transform the field of records management, improve the overall experience for clients in creating and managing records in a corporate records management system and improving records management policies and processes;
- Able to work in a collaborative work environment involving partners with different business requirements.

As operationally appropriate and subject to change, this position is based at our head office and may participate in remote work up to one (1) day a week.

This role:

- Develops and implements electronic photo and video records management systems and standards; identifies and
 assesses departmental requirements; prepares system specifications and procedures, and upon approval,
 implements, administers and coordinates same; ensures that files and records are maintained in accordance with
 operational and legal requirements; determines schedules for records retention.
- Profiles metadata and provides advice regarding potential photo and video management solutions; conducts research to maintain up-to-date knowledge of developments in photo and video electronic management storage.

- Designs, develops and administers records and information management databases considering links to other software in the organization; establishes and administers data classifications systems; identifies security requirements and incorporates safeguards.
- Liaises with a variety of departmental clients concerning matters related to the work; acts as a resource person
 and a project lead to provide technical expertise, information, and assistance to end users regarding the use of
 electronic photo and video records management systems.
- Develops and delivers change management plans and strategies; provides training and materials to end users; produces e-learning modules related to the project work.
- Prepares policies and procedures related to the execution of the corporate photo and video records; participates in the development, interpretation and revision of policies and procedures.
- Prepares a variety of project reports, correspondence and related material; provides presentations; and maintains records and files related to the project work.
- Reviews processes, tests and compares current and proposed software capabilities for maintaining photo and video records; proposes alternative procedures to address deficiencies.
- Collaborates, liaises and maintain effective working relationships with a variety of departmental clients and consultants.
- Performs related work as required.

To be successful, you have:

- University Degree in Information Studies or Archival Studies with some experience at the professional level or an equivalent combination of training and experience.
- Considerable knowledge of the principles, practices and techniques of modern records and information management systems and photo management.
- Sound knowledge of the applicable sections of the Local Government Act, bylaw provisions, and other rules, regulations, and policies governing the work performed.
- Sound knowledge of the organization and functions.
- Ability to develop manual and computerized records and information systems, and upon approval, implement, administer, coordinate, maintain and audit same.
- Ability to participate in the development, interpretation and revision of policies and procedures.
- Ability to collaborate and maintain effective working relationships with a variety of internal contacts and consultants.
- Ability to provide technical expertise, information and assistance to users and develop and deliver change management training.

- Ability to prepare a variety of materials such as presentations, reports and correspondence and to communicate effectively, both orally and in writing.
- Ability to perform all duties under minimal supervision.
- Driver's Licence for the Province of British Columbia.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancouver.org for support. Learn more about our commitments to diversity, equity, and inclusion here.

Please follow this link https://metrovancouver.org/about-us/careers to our Careers page where you can submit your application by September 10, 2024.