



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@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

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