



Crown Investments Corporation of Saskatchewan (CIC) is the holding company for Saskatchewan's commercial Crown corporations.

The Crown Services Division, a division within CIC, provides leadership on governance and human resources management to CIC, the CIC Board of Directors, as well as the Crown corporations and their boards. Units within the division include Legal, Crown Governance, and Human Resources. Specifically, the division provides:

- *legal advisory services to CIC, the Crown sector and the CIC Board,*
- *CIC corporate human resource strategy and functions,*
- *oversight of Crown sector human resource policies and programs, and*
- *development and management of leading practices in governance for the CIC and Crown corporation boards.*

Records & Information Management Specialist Term Position – 14 months

Reporting to the Senior Legal Counsel, this term position is part of the team responsible for development and implementation of a records and information management system for CIC. This position offers an opportunity for meaningful and challenging work in an encouraging and dynamic environment that promotes trust, excellence, leadership, and teamwork. CIC is willing to explore a secondment opportunity for the ideal candidate.

This position will:

- Work with the Senior Legal Counsel to
 - Provide Records and Information Management (RIM) expertise to all business areas, supporting the development of, and providing requirements related to, the information systems and applications.
 - Update CIC's Operational Records Retention, Classification and Disposal Schedule pursuant to *The Archives Act, 2004*.
 - Develop and implement RIM related policies and procedures.
- Participate in development of training materials and assist in organization-wide training sessions on the RIM Initiative and records management-related topics.
- Manage the input, maintenance and updating of CIC's records and contracts management systems.
- Maintain strong relationships and collaborate with all business units in CIC.
- Work with both physical and digital files, both on and off site.
- Provide guidance that minimizes CIC's risk relative to retention requirements and disposal approvals, in accordance with legislation and regulations.
- Perform quality assurance to maintain records and information compliance.
- Review and manage all aspects of the documentation lifecycle pursuant to CIC's Operational Records Retention, Classification and Disposal Schedule.
- Assist in management and responding to Freedom of Information requests received by CIC.
- Other related duties as assigned.

Qualification and Skill Requirements include:

- Degree or Diploma in Business, Library Studies, Records or Information Management, or other related equivalent AND/OR;
- Related professional designation(s) and/or certification(s) AND/OR;
- Four (4) years of related experience in information/records management, archival or library studies, privacy and/or public policy.
- Knowledge of and experience working with *The Archives Act, 2014*. Experience with Saskatchewan's Administrative Records Management System (ARMS) and Operational Records System (ORS) is an asset.
- Working knowledge of the Microsoft Suite of programs. Knowledge of and experience with Microsoft Purview is an asset.
- Ability to work independently and in a team environment; Ability to build and maintain effective relationships.
- Strong analytical capabilities and the ability to think strategically.
- Ability to manage complex and confidential issues with extreme sensitivity and professionalism.
- Ability to plan, organize, and facilitate different assignments, adapting to changing priorities while still continuing to pursue key outcomes.
- Ability to develop and maintain established recordkeeping systems and procedures.
- Skilled communicator, both verbally and in writing.
- Exceptional attention to detail.

The successful candidate shall be subject to an Employment Screening Check as a condition of employment.

Position Details:

Number of Positions Available: one (1)

Posting Type: 14-month Term Position, Full-time

Position Location:

Regina, Saskatchewan

Salary Range:

Level 4 (\$69,706 - \$83,626)

Salary will be commensurate with the candidate's knowledge, competence, and experience.

Hours of Work:

Monday to Friday - 38.75 hour work week

Closing Date: August 14, 2024

How to Apply: Resumes should be forwarded in confidence to careers@cicorp.sk.ca.

CIC values workplace diversity.

CIC would like to thank all applicants for their interest and wish to inform that only those selected for further consideration will be contacted.