



Information Management Advisor

Marine Atlantic is a federal Crown corporation that provides a vital ferry service link between Newfoundland and Labrador and mainland Canada.

We are dedicated to creating an environment which promotes employee growth, career development, and job satisfaction. Some benefits of working with Marine Atlantic include competitive salaries, defined benefit pension plan, comprehensive health benefit packages, and professional development opportunities. Come experience the pride of working with an organization with newly constructed and revitalized infrastructure that has positioned itself for the future.

Marine Atlantic is looking for **Information Management Advisor** to join our team. This role is part of the Information Management (IM) Department within the IT/IM Division. The work location for this position is either North Sydney, NS or Port aux Basques, NL.

The IT/IM Division is charged with all Information Technology and Information Management functions for Marine Atlantic. The IM Department is critical to ensuring that corporate information is appropriately managed and protected, as well as ensuring Marine Atlantic's management team has the information it needs to run the organization effectively and efficiently.

Reporting directly to the Manager Information Management, the Information Management Advisor will ensure the effective development, operation, and maintenance of Marine Atlantic's information management program. The position functions as an information management subject matter expert and advisor for the management of all Marine Atlantic's records and providing advisory services to our executive and management teams and staff on IM related legislation, policy, procedures, systems, and standards.

Key Areas of Responsibility:

- Assists in the development and maintenance of Marine Atlantic's information management program and leads the implementation of new information management and protection policies, procedures, standards and guidelines.
- Ensures confidentiality and security is maintained at all times regarding sensitive data, correspondence, reports, and information.
- Coordinates and leads the design, modification, and maintenance of Marine Atlantic's IM system(s).
- Coordinates the effective operation of the organization's record center.
- Liaison with Government of Canada departments and/or officials and external data providers.
- Adheres to legal requirements which affect the information of Marine Atlantic including access to information by departmental staff.
- Promotes a safe working environment.



EDUCATION AND WORK EXPERIENCE

Bachelor's Degree from a recognized University or College in Business Administration, Social Sciences, or Information Management

AND

At least two years of experience in information management, records management and/or Library services

OR

A combination of equivalent education, job-related training, and work experience in a related position.

QUALIFICATIONS

Essential

- Knowledge of IM frameworks, processes, applications, and systems
- Well-developed analytical skills, written and oral communication skills, interpersonal skills, and leadership skills; all developed in a client service centric environment

Assets

- General knowledge of information technology
- Project Management and Change Management Training
- Experience in the application of information management principles in a marine or transportation context
- Information management requirements of marine regulations and legislation
- Knowledge of Enterprise Resource Planning and Electronic Document Management System solutions

How to apply:

If you have the ambition to make a difference and you meet the above requirements, please apply on line before **4 pm (Atlantic Time) on 28 March 2017**.

All applicants must apply on:

www.marineatlantic.ca/hiringnow

Important Information:

Marine Atlantic Inc. is committed to Employment Equity and Diversity and invites applications from Women, Aboriginal People, Persons with Disabilities, and Visible Minorities.

To receive this job poster in an alternative format, please contact the Marine Atlantic Human Resources Department (recruiting@marine-atlantic.ca).