

**Ministry of Citizens’ Services**

**Victoria**

**Information Schedule Developer and Reporting
$60,998.61 - $69,422.06 annually**

Reporting through the Office of Government’s Chief Information Officer, the Corporate Information and Record Management Office is the central agency responsible for leading and enabling modern information management across the BC Public Service, including privacy, access, and records management.

In the Information Schedule Developer and Reporting role, you will develop information schedules, integrated records classification, and scheduling systems, which identify the life-cycle of government records. This will assist with upholding government accountabilities, meeting long-term legal, fiscal, audit and operational requirements, and protecting government and citizen rights.  Information schedules govern how records are organized and managed, while ensuring records are kept for as long as required. You will also be involved with identifying records of enduring value for preservation while ensuring others are routinely destroyed when they are no longer needed.  Additional duties of the role will include the preparation and management of reports and updating the Branch Operating Plan. If your looking for a great opportunity to take the next step in your career, we encourage you to apply.

**Qualifications for this role include:**

* University degree in archival science, library science, public administration or related degree, or an equivalent combination of related education/training and experience may be considered.
* 1 year experience in providing records management advice on policy, procedures, and guidelines to staff and/or clients.
* Experience developing information classification and retention schedules.
* Experience working with Records Management applications and technologies.
* Experience interpreting legislation and policy.

**Preference may be given to applicants with the following:**

* 2 or more years’ experience in developing information classification and retention schedules.
* Experience in applying appraisal policy
* 2 years’ experience in providing records management advice on policy, procedures, and guidelines to staff and/or clients.

**For more information and to apply online by February 2, 2022, please go to:**

<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/82471>