

Project Records Manager

(Fixed Term Appointment, Full-time, 12 months)

The University of British Columbia | Okanagan Campus

NOTE: This is a limited term position for a fixed period of one year with the possibility of term extension for up to one additional year.

DESCRIPTION:

The Library at UBC's Okanagan campus invites applications to an exciting early career opportunity in records management. Supporting records and information management excellence, we are seeking a collegial and detail-oriented professional to join our ranks for a one-year term position with the possibility of extension. This position is an ideal career avenue for a collaborative, engaged individual with a passion for records management (RM) who wants to help UBC Okanagan in the continued development and implementation of its records management program.

Reporting to the Associate Chief Librarian, Research and Administration, this position will advance UBC Okanagan Library's ongoing support for digital records governance in the service of select campus units. Working closely with the UBC Okanagan Archivist and the separate but parallel Records Management Office at UBC Vancouver (UBCV), it will also play a key role in the development and future implementations of strategies related to records management spanning both campuses, including digital transfer, governance, and classification initiatives. In particular this position will:

- Coordinate special projects for units on campus focussing on digital records governance at the departmental level. Taken to full completion, these projects may culminate in the digital transfer of semi-active records to centrally managed electronic storage.
- Respond to requests from units and departments seeking advice and recordkeeping assistance in managing their operational records.
- Work in alignment with the general approach to RM projects at the Okanagan Campus.
- Lead digital readiness governance initiatives supporting the Faculties.
- Collaborate with the UBC Okanagan Archivist and the Records Management Office (UBCV) in the development and maintenance of records retention schedules.
- Implement and participate in the continued development of the University records classification and retention schedule in order to apply and recommend retention rules, as appropriate.
- Collaborate with the UBC Okanagan Archivist in the coordination of records storage and retrieval, as needed.
- Provide RM training and provide records-related information to employees across campus; prepare manuals and/or other web-based educational resources as appropriate.
- Promote, explain, and disseminate records retention schedules to University recordkeeping units.
- Identify vital records and participate in the development of guidelines for their protection in order to ensure the information necessary to re-establish or continue the operation of the University in the event of a disaster.
- Participate in relevant committees as needed.
- Participate in the reporting of the impact of the RM program on campus.

The nature and scope of responsibilities for this position may change as the records management program evolves.

A job description can be viewed at <https://library.ok.ubc.ca/about/work-at-the-library/>.

ENVIRONMENT:

With its mild winters and warm summers, the city of Kelowna is one of Canada's best 'four season playgrounds' surrounded by mountains, lakes, forests, orchards, and vineyards. It enjoys a reputation as one of Canada's 'fittest' cities as well as being home to world class wineries, golf courses, and skiing. The University of British Columbia's Okanagan campus is situated in Kelowna on the traditional, unceded territory of the Syilx First Nation. Located about 400 km east of Vancouver in the heart of the Okanagan Valley, it is one British Columbia's many gems. Please have a look at the Tourism Kelowna website for more information about the area <http://www.tourismkelowna.com/>.

UBC Okanagan is currently home to approximately 10,700 undergraduate and graduate students and 699 faculty. UBC Okanagan is poised to embark on an exciting new future. Working with local partners and the Okanagan Nation Alliance, the campus is undergoing rapid expansion that values an inclusive, diverse workforce and student body.

With a recent major renovation and expansion, this is an exciting time to join UBC's Okanagan Campus Library! We are a vibrant and diverse group that values collaboration, flexibility, and creativity, and we are looking for candidates who welcome an opportunity to work closely with staff, faculty, and colleagues. The Okanagan Library prides itself on being an inclusive place, a service-oriented team, and a nexus of scholarly engagement. We lead by example, and empower by design <https://library.ok.ubc.ca/about/strategic-framework/>.

Administratively, the Okanagan Campus Library is led by the Chief Librarian & Associate Provost, Learning Services who reports to the Provost & Vice President Academic. Additionally, the Okanagan Campus Library's collections are integrated with UBC Library and library employees contribute to activities of the UBC Library. UBC's Okanagan campus is an intimate learning environment with an excellent library infrastructure. Check out the campus website for more information <https://ok.ubc.ca/>.

REQUIRED QUALIFICATIONS:

A masters-level degree with a specialization or concentration in archival science. Candidates holding MLIS degrees with demonstrable knowledge of records management will also be considered. Up to two years of professional experience in records/information management as well as a thorough understanding of the principles, methods, and techniques of records and information management.

DESIRED QUALIFICATIONS:

Experience or knowledge of: a) evaluating and describing administrative processes in terms of recordkeeping best practice, b) developing policies and procedures related to records management (physical and electronic), throughout the records life cycle, c) database management and electronic document/records management system technology, d) functional records classification and in developing records retention schedules including knowledge of provincial and federal acts, legislation and regulations and of provincial, national and international standards impacting on the retention of University records, e) an ability to work independently, f) excellent analytical and organizational abilities, and g) effective interpersonal, presentation, instructional, and communications skills.

TERMS OF APPOINTMENT:

This is a limited term position for a fixed period of one year, with the possibility of term extension for up to one additional year, with an anticipated start date of **April 1, 2021**. The start date is flexible

depending on candidate requirements. This successful candidate for this position will be a member of The University of British Columbia Faculty Association and the terms and conditions of appointment are governed by a collective agreement.

This position is anticipated to be filled at an annual starting gross salary of up to \$6,000.00 monthly (\$72,000 per annum equivalent) plus vacation and benefits. This salary reflects having up to and including two (2) years of relevant professional experience post-degree in accordance with the Collective Agreement between UBC and the UBC Faculty Association (<http://www.hr.ubc.ca/faculty-relations/collective-agreements/>).

APPLICATION PROCESS:

Applications for this exciting opportunity are to be submitted in one consolidated file (PDF or Microsoft Word format) and will include: a) a letter of application, including a statement of citizenship/immigration status and indicating the candidate's education, training, and work experience in the areas listed above, b) a detailed and current curriculum vitae, and c) the names of three referees with their email addresses.

To ensure full consideration, complete applications are to be submitted online by **11:59 pm PDT on February 21, 2021.**

To **apply** for this position, please visit the following link:

- <http://www.hr.ubc.ca/careers-postings/faculty.php> and select Job ID JR899

Please direct your questions to:

Lois Marshall

Manager, Planning and Operations | Library

The University of British Columbia | Okanagan Campus

3333 University Way Kelowna BC V1V 1V7

Or by e-mail to lois.marshall@ubc.ca

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expressions, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.