

SENIOR INFORMATION MANAGEMENT ANALYST (GS 40)**DEFINITION OF WORK:**

This is professional advanced advisory, analytical and supervisory work focusing on the implementation of a departmental information management and information protection program.

Work involves functioning as an information management and information protection advanced subject matter expert for the analysis, development, implementation, coordination and monitoring of information management and protection policies, procedures and practices. The incumbent leads and coordinates the development and implementation of new information management and protection policies, procedures and/or systems; develops standards for departments; provides strategic recommendations to management in the area of information management and protection advancements; conducts specialized research; develops, implements and monitors information management and protection policies, procedures and practices; conducts risk assessments; creates various confidential reports and papers for management, executive and Cabinet review; and establishes committees of working groups in matters relating to the department's information management and protection program. Work is performed with considerable independence and initiative and is reviewed by an Information Management Manager or Director through discussions and overall effectiveness and efficiency of the information management and protection program.

ILLUSTRATIVE EXAMPLES OF WORK:

Initiates, leads and coordinates the development and implementation of information management and protection policies and procedures within the department to ensure the creation, maintenance, security, retention, integrity and preservation of records.

Leads the planning, designing and coordinating the documentation, education, awareness and administration of information management and protection programs including developing informational, education or procedural documentation/manuals; planning and developing web content; organizing and delivering seminars, workshops and training sessions; and developing and delivering training for departmental staff.

Coordinates and leads the selection, design, modification and maintenance of departmental information management systems (i.e. identifying and accessing departmental needs, defining requirements for new information management systems, designing and modifying the system to meet departmental needs, implementing new systems, conducting usage and quality assurance audits and providing operational and process support to departmental system users).

ILLUSTRATIVE EXAMPLES OF WORK...CONT'D:

Analyses, interprets and monitors advancements in the area of information management and protection and provides strategic recommendations to management for issues associated with or impacting departmental processes, systems or the Record Centre/Information Service Centre.

Prepares Cabinet papers, briefing notes, management reports, discussion papers and other formal and highly confidential documents for consideration by management, senior government officials and Cabinet.

Liaises with information technology staff in database design, system maintenance, report design and system enhancements.

Represents the department on various information management and protection related committees and government initiatives; liaises with management, senior government officials, senior industry leaders and various federal and provincial government departments and agencies; and participates in joint studies, reports and position papers with federal and provincial government departments and agencies.

Provides supervision, direction, guidance and/or coaching to other Analysts and information management staff within the department.

Establishes committees or working groups as required to obtain input on the development and evaluation of classification systems, record retention, disposal schedules and other information management processes.

May be responsible for preparing and monitoring a budget within the department's information management and protection program.

Performs risk assessments to address potential liabilities and identifying and prioritizing risks related to records and information. Develops audit and assessment reports on the department's Records Centre/Information Service Centre and conducts statistical analysis on the usage, retention and disposition of records within the department.

Participates in processing requests for information under the Access to Information Protection of Privacy Act (ATIPP). Develops a specific expertise on the ATIPP legislation, its regulations and existing policies and communicates this expertise to the department. Develops, maintains and monitors ATIPP policies and procedures as they apply to the Legislature. May function as a departmental ATIPP Coordinator

Conducts privacy impact assessments and privacy capacity checks to ensure compliance with the ATIPP Act for all divisions within the department, in collaboration with the Office of the ATIPP Coordinator. Monitors all issues identified in the privacy impact assessments and privacy capacity checks and modifies accompanying policy documents in consultation with stakeholders.

Maintains a network of contacts across government departments, provincial bodies in NL and with other jurisdictions across Canada and internationally.

Ensures confidentiality and security is maintained at all times regarding sensitive data, correspondence, reports and information.

Performs other related duties as required.

EXPERIENCE AND TRAINING:

Thorough experience in the area of information technology and/or information management with supervisory experience, as well as, experience in project management including planning, organizing, monitoring, auditing and controlling project activities; supplemented with a Master's Degree with course work in business administration, information technology and records and information management.

09-02