

## JOB DESCRIPTION

Position	University Records & Privacy Officer	Date	July 2018
Classification	Hay (provisional)	Group	Non Union
Dept	Beaton Institute		
Reporting To	Director, Cultural Resources		

The Beaton Institute is a cultural and heritage archive that collects and conserves the social, economic, political, and cultural history of Cape Breton Island. As the University Archive, the Beaton Institute is the repository for historically significant documents of Cape Breton University.

### PURPOSE:

Play a key role in 2 operational areas – information & records management and information access & privacy and promote a culture that supports good governance through information management, openness, and transparency.

Responsible for the day-to-day activities of the university's records management program. Renewing the records management program for CBU is an operational priority. Work with management and staff, committees, schools, and departments to actively manage the records of CBU (both paper and electronic).

Lead the development and implementation of processes and systems to enhance privacy management at CBU. More specifically, responsible for the creation of a culture of privacy and information awareness. Includes directing compliance of the University's responsibilities under the Freedom of Information and Protection of Privacy Act and providing advice and guidance on access and privacy issues throughout the University.

### SPECIFIC RESPONSIBILITIES:

- Review and revise the institutional records management program including records retentions schedules and classification systems.
- Advise on good records management solutions within the University for both paper and electronic records.
- Build an information management community within the University; provide training and support as required.
- Actively participate in related information management initiatives.
- Review the university's personal information management practices, processes, and data flows; identify strengths and gaps relative to legislation and policy; identify priorities and recommend an action plan for enhancing privacy management.
- Contribute to the development and implementation of privacy-enhancing policies, procedures, processes, and measures.
- Respond to all information and privacy related applications, inquiries, and requests.

- This position will come into contact and be entrusted with confidential information including financial information and activities of the University and personnel and labour relations matters.
- Conduct privacy impact assessments and train others to do so and ensure that all significant projects consider and address privacy issues.
- Provide support and advice in responding to privacy breaches.
- Manage requests under departmental routine access policies and facilitate proactive disclosure where appropriate.
- Provide institution-wide operational expertise and guidance including training and education in records, access, and privacy management.
- Implement, update, and maintain the web-based resources now in development.
- Develop effective working relationships with all levels and groups within the University to support the promotion and development of records management and privacy awareness.
- Maintain program annual statistics as required for annual reporting and prepare annual report.
- Other related duties as required.

#### **QUALIFICATIONS and SKILLS:**

- An undergraduate degree in a directly related field such as library, information management, archival studies, or equivalent, plus a minimum of two years' related experience.
- Knowledge and experience in privacy management in an organization comparable in size and is required.
- Strong analytical, problem solving, and communication skills.
- Able to work independently, collaboratively as part of a team, and a strong client service ethic.
- Demonstrated strong organizational abilities, attention to detail and accuracy, and capacity to work under the pressure of deadlines and multiple competing priorities.
- Adaptable to change and ability to work effectively in a complex, changing, deadline driven work environment.

#### **The following knowledge, skills, attributes and work experience is required:**

- Managing a records management program;
- Knowledge of and direct experience in the practical application of records and information management theory, principles, and practices;
- Knowledge of and experience with information access and privacy as it relates to the NS Freedom of Information and Protection of Privacy (FOIPOP) Act;
- A high degree of computer literacy with standard office productivity software;
- Superior communication and interpersonal skills;
- Proficient in project management;
- High quality customer service and a genuine desire to assist and encourage others;
- High degree of diplomacy, sensitivity, and confidentiality;

- Commit to a work culture that supports other team members through cross training, skills development, and excellence in client service.