

# SIKSIKA TRIBAL ADMINISTRATION

## \*EMPLOYMENT OPPORTUNITY\*

**SERVICE AREA:** Government & Industry Relations

**COMPETITION:** G&IR-02-01-23-23

**DEPARTMENT:** Document Control

**POSITION:** Records Information Management Lead

**DATE POSTED:** 01-23-23

**SALARY:** Based on Education & Experience

**DEADLINE:** 02-03-23

**STATUS:** \*EXTENDED\*

**NOTICE: DEADLINE TIME TO SUBMIT IS 12:00 PM (NOON)**

### **General and Responsibilities: Duties include but are not limited to:**

The Records Information Management (RIM) Team Lead is responsible for creating, implementing, and maintaining Siksika Tribal Administration's document control policies and procedures. The Team Lead will collaborate and train each service area to ensure they develop, maintain and adhere with Siksika Tribal Administration RIM policies and procedures. This is a critical role of document flow and control within the organization, assuring accessibility and security of Siksika Tribal Administration intellectual property.

### **Duties & Responsibilities: Duties include but are not limited to:**

- Manage documents (internal & external). Will ensure that proper procedures relating to specific service areas and related policies are adhered to for audit purpose and compliance.
- Contribute to ongoing improvements with focus on document accuracy, efficiency, and regulatory risk mitigation in accordance with all service areas of Siksika Tribal Administration.
- Check compliance and quality of documents relating to specific departmental service areas.
- Maintain a list (registry) of all files and documents according to service areas compliance standards: and ensure organization and naming convention of all documents is in accordance with the RIM policies and procedures with respect to each service area.

**\*CONTACT HUMAN RESOURCE FOR A FULL JOB DESCRIPTION\***

### **MINIMUM QUALIFICATIONS:**

#### **Required Knowledge, Skills and Abilities:**

Enhanced knowledge of Record Information Management policies and procedures. Excellent planning, organizational, attention to detail and problem-solving skills. Strong SharePoint skillset; Proficient with Word and Excel. Ability to lead and work well with others. Be able to self-motivate and work independently. Strong Business skills with highest of ethical, professional, and confidential standards. Training and facilitation skills, definite asset

#### **Education and Experience:**

- Post-Secondary Degree in RIM or equivalent
- Minimum of two years working in document control or records environment

#### **Other:**

- Requires general knowledge of the Siksika Nation culture and language, definite asset.
- Class 5 Drivers license.
- Current/Updated Criminal record check.

**SUBMIT APPLICATION & RESUME TO HUMAN RESOURCES**

**Please Contact the Human Resources Department.**

**Tennie Running Rabbit - Generalist Recruiting Manager**

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**Direct Line: 403-734-5567**

