

LEGISLATIVE ASSEMBLY OFFICE

The Legislative Assembly Office supports the Speaker and Members of the Legislative Assembly – providing nonpartisan procedural, administrative and educational services.

We offer challenging work, a rich history, a beautiful location, support for career-long learning and excellent vacation and health benefits.

Information and Records Management Advisor

Legislature Library Services at the Legislative Assembly of Alberta is seeking a highly organized and effective records expert to take a lead role in providing advice and services relating to the ongoing development, support and maintenance of the Information and Records Management Program for the Legislative Assembly. Working closely with the Senior Records Officer, you will use your strong planning and communication skills to further develop records management procedures, advise client groups regarding best practices, interpret and apply related legislation and policies as well as coordinate and conduct front-line IRM program activities. A demonstrated commitment to client service along with excellent interpersonal skills will allow you to provide front-line support and effective change management on all information and records management matters.

Your background should include postsecondary education in a related field complemented by several years' progressively responsible information and records management experience. Advanced computer skills, including records management software and demonstrated knowledge and application of records management and information governance principles are required. Experience with electronic records management, an interest in pursuing a professional designation such as a Certified Records Manager (CRM) or advanced IRM education/training and knowledge of FOIP and public-sector records management practices are assets. Equivalencies may be considered.

Salary range for this position is \$51,996 to \$77,304, dependent on qualifications. Candidates with lesser qualifications may be considered at a lower level. A comprehensive benefits package is also available. We thank all applicants for their interest; however, only candidates under further consideration will be contacted.

Please submit your resumé by November 16, 2018, to:

Legislative Assembly Office – Human Resource Services
4106, 9820 – 107 Street NW, Edmonton, Alberta T5K 1E7
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E-mail: hr@assembly.ab.ca
For additional information visit www.assembly.ab.ca

