



This moment brought to you by
MARINE ATLANTIC

At Marine Atlantic, we need people like you to create moments like this.

Information Management Advisor

At Marine Atlantic, we do so much more than get people from point A to point B. Whether it's reunions, long-awaited trips home, or the start of a new adventure, we bring people together. We couldn't bring people together every day without our own dedicated employees. Our employees embody our core values; they are diverse, safety oriented team-players who exhibit integrity and commitment, and always strive for excellence. Their understanding and commitment to our values make our employees an invaluable part of our organization.

Marine Atlantic is currently looking for an **Information Management Advisor** to work with our Information Management (IM) Department (IT/IM Division) located in North Sydney, NS. This is a one year term position.

Marine Atlantic is committed to a diverse, equitable and inclusive workplace. Preference may be given to members of the following under-represented groups: women, Indigenous Peoples, persons with disabilities, visible minorities and 2SLGBTQIA+ community members. If you are a member of one or more of these groups, please state to which group(s) you identify in your application.

The IT/IM division is critical for ensuring the necessary systems, infrastructure and supports are available to enable the day to day operation of all other functional areas of Marine Atlantic. The IT/IM division is also critical to ensuring that corporate information is appropriately managed and protected, as well as ensuring Marine Atlantic's management team has the information it needs to run the organization effectively and efficiently.

Reporting directly to the Manager Information Management, the Information Management Advisor will ensure the effective development,



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operation, and maintenance of Marine Atlantic's information management program. The position functions as an information management subject matter expert and advisor for the management of all Marine Atlantic's records and providing advisory services to our executive and management teams and staff on IM related legislation, policy, procedures, systems, and standards.

Additional Key Areas of Responsibility:

- Assists in the development and maintenance of Marine Atlantic's information management program and leads the implementation of new information management and protection policies, procedures, standards and guidelines.
- Ensures confidentiality and security is maintained at all times regarding sensitive data, correspondence, reports, and information.
- Coordinates and leads the design, modification, and maintenance of Marine Atlantic's IM system(s).
- Coordinates the effective operation of the organization's record center.
- Liaison with Government of Canada departments and/or officials and external data providers.
- Adheres to legal requirements which affect the information of Marine Atlantic including access to information by departmental staff.
- Work diligently, to promote a physically and psychologically safe working environment, that is diverse, accessible, inclusive and equitable.
- Assist in the accomplishment of company objectives by performing other related duties as required.

What qualifications do I need to be considered for this opportunity?

Education and Experience

A degree from a recognized University or College in Business Administration, Social Sciences, or Information Management

OR

A combination of equivalent education, job-related training, and work experience in a related position.

Additional Qualifications

- Minimum of 2 years' experience in information management, records management and/or Library services
- Knowledge of IM frameworks, processes, applications, and
- Systems



Additional Qualifications continued:

- Well-developed analytical skills, written and oral communication skills, interpersonal skills, and leadership skills; all developed in a client service centric environment

Assets Qualifications

- General knowledge of information technology
- Project Management and Change Management Training
- Experience in the application of information management principles in a marine or transportation context
- Information management requirements of marine regulations and legislation
- Knowledge of Enterprise Resource Planning and Electronic Document Management System solutions

Salary: \$65,335.55 to \$81,669.44 plus a performance incentive.

Why work for the Marine Atlantic team?

As part of the Marine Atlantic team, you will participate in a variety of ongoing training programs and development opportunities to navigate your career and chart your course for success. We provide a positive and inclusive work culture that is dedicated to creating an environment which promotes diversity, employee growth, career development, and job satisfaction. Some benefits of working with Marine Atlantic include competitive salaries, defined benefit pension plan, comprehensive health benefit packages, and professional development opportunities. Come experience the pride of working with an organization with newly constructed and revitalized infrastructure that has positioned itself for the future.

How do I become a part of the team?

If you meet the listed qualifications, are interested in this opportunity and exemplify our core values, please apply online before **4 pm (Atlantic Time) on 06 December 2021**.

All applicants must apply online:

[APPLY ONLINE](#)

Note

- Marine Atlantic recognizes the importance of vaccination to reduce



the risk of spreading COVID-19 while continuing to provide an essential service to the province of Newfoundland and Labrador. All employees are required to follow Marine Atlantic Covid-19 protocols. As mandated by the Government of Canada, all employees, including new hires, are required to be fully vaccinated for COVID-19, unless a reasonable accommodation is requested and authorized based on one of the prohibited grounds of discrimination as defined by the Canadian Human Rights Act. As part of the recruitment process, proof of vaccination for COVID-19 will be required or the necessary documentation to provide an approved accommodation.

Additional Information

Marine Atlantic is a Federal Crown Corporation that provides a vital ferry service link between Newfoundland and Labrador and mainland Canada.

At Marine Atlantic, we are dedicated to building and fostering an inclusive and diverse environment, where all employees and customers feel welcomed, valued, and respected.

Marine Atlantic invites applications from all qualified candidates and hires on the basis of merit. We are committed to the principles of equitable employment for all and strongly encourage applications from women, Indigenous Peoples, persons with disabilities, visible minorities and 2SLGBTQIA+ community members. If you are a member of one or more of these groups, please state to which group(s) you identify in your cover letter, resume or application.

To receive this job poster in an alternative format or to discuss alternate ways of completing the online application, please contact the Marine Atlantic Human Resources Department, in confidence, at recruiting@marine-atlantic.ca.

We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you need to be accommodated during any phase of the evaluation process, contact the Marine Atlantic Human Resources Department, in confidence, at recruiting@marine-atlantic.ca.

