

Information Management Analyst

Human Resources and Corporate Services Branch

Contract, Full Time (18-month contract)

File #22-121

The **Ontario Securities Commission (OSC)** is the statutory body responsible for regulating Ontario's capital markets in accordance with the mandate established in the provincial Securities Act and the Commodity Futures Act. The mandate of the OSC is to provide protection to investors from unfair, improper or fraudulent practices, to foster fair, efficient and competitive capital markets and confidence in the capital markets, to foster capital formation, and to contribute to the stability of the financial system and the reduction of systemic risk. This mandate is performed through policy, operational, adjudication and enforcement work. The OSC also contributes to national and global securities regulation development.

The **Human Resources and Corporate Services Branch** is comprised of Human Resources, Administration, Knowledge Services, Records and Information Management, Business Planning and Reporting, and the Business Continuity function. The mandate of the Branch is to ensure the responsible stewardship of OSC resources, contribute to enterprise-wide workforce productivity, and lead the design and implementation of a positive employee experience. The Administration department is responsible for the Corporate Expenses budget, Facilities, Safety & Security, Office Services, and the Mailroom.

The **Records and Information Management (RIM)** team supports the full spectrum of OSC employees' information management needs, ensuring that the organization can continue to effectively regulate Ontario's capital markets. Specifically, Records and Information Management staff are responsible for records and information management services, training and support. The Records and Information Management team works collaboratively with business areas to support information management and to ensure that information governance standards and best practices are being applied consistently across processes to best effect.

The **Information Management Analyst** is responsible for launching and leading initiatives that improve the management of records, information, and data at the Ontario Securities Commission. The Information Management Analyst develops strategic ways of managing records in all formats in OSC information systems. The individual in this role deploys traditional techniques in the field of records and information management, and designs and tests new and innovative ways of analyzing information, business processes, and technology to support the implementation and expansion of the OSC records and information management program. The Information Management Analyst also works with business areas to ensure their information and records management needs are met while remaining aligned with various legislative, policy and business requirements.

Key Duties and Responsibilities

- Assists the Manager, Commission Records and Information in the development of records information management (RIM) products and tools, to provide the OSC with consistent, compliant, and practical direction on the management of information assets
- Develops RIM products and tools, including, but not limited to, strategic documentation, business process maps, corporate recordkeeping policies, metadata standards, records retention and disposition authorities' procedures, and business rules
- Leads the governance and user support activities for an enterprise document management system
- Proactively conducts research on industry and government RIM standards, techniques, trends, and methods, and analyzes these to recommend practicality and effectiveness for OSC use
- Creates and manages the structure, content, format, and distribution of associated documentation

- Provides expert advice and consultation on a wide range of RIM-related matters to support institutional goals and objectives, and to ensure RIM principles and practices are appropriately applied to new and emerging situations
- Liaises with internal stakeholders, including General Counsel, Information Technology, Knowledge Services, Internal Audit, Risk Management and business owners on behalf of the RIM Manager, to represent the OSC RIM mandate
- Liaises with external stakeholders, including Archives of Ontario representatives, to support compliance with provincial legislative and policy requirements and guidelines, and represents the OSC RIM group on behalf of the RIM Manager in RIM communities of practice and other forums
- Assesses the information management implications of new technology as applied to business processes and makes information management recommendations pertaining to the adoption of new technology
- Leads RIM projects, monitors, and reports on, established performance targets and tracks progress of planned deliverables
- Serves as the primary contact to respond to ad hoc requests for advice and guidance on RIM practices and principles, and interpretation of relevant legislation
- Assists with the development and delivery of training and communication packages to create institutional awareness of, and compliance with, regulatory and internal policies
- Assesses the institution's information management training and educational needs, and develops associated tools and training materials
- Communicates approved policies, standards, and best practices through the delivery of presentations and the development of communication packages
- Prepares background reports, briefing memos, and presentation materials on records and information management issues for review by appropriate stakeholders
- Assists with the development and update of RIM enterprise risk register and mitigation strategies
- Mentors, and oversees work product of, students and contract staff
- Provides back-up to the public records function, as needed.

Qualifications

Education: Master's degree in Library, Archival or Information Studies, or Records Management

Minimum years of experience required: 3-5 years' related experience in records and information management environments

Designations/Certification, Registrations: Certifications in Project Management, Change Management, Business Process, or Business Analysis would be considered an asset

Other Qualifications:

- Comprehensive and current knowledge of records and information management procedures, standards, function-based methodology, classification system design, metadata standards, thesaurus development and use, records retention criteria, records preservation, and protection approaches
- Ability to interpret and extract recordkeeping requirements from legislation and other sources
- Strong interpersonal, written and oral communication skills, including facilitation skills for eliciting business requirements from stakeholders
- Demonstrated knowledge of the use of RIM-based technology for the management of information content and context in all media and formats
- Familiarity with Freedom of Information and Protection of Privacy Act (FOIPPA) legislation and related policies and procedures
- Ability to work independently, establish priorities, think critically, problem-solve, and make decisions

- Excellent skills in communication (verbal and written), facilitation, presentation to all staff levels and organization
- Understanding of business concepts and service delivery in a public sector environment
- Self-directed research skills - to explore the professional literature for best practices and to find out how other public and peer bodies are handling similar issues
- Ability to work with a minimum of direct supervision and operate with a high degree of self-confidence and personal integrity.

As a representative of the Records and Information Management unit, the individual has acute judgment and diplomatic skills. The individual has a thorough knowledge of the records lifecycle and archives management, and familiarity with the creation, access, management, preservation, and disposition issues of records and information in all formats.

Grow your career and make a difference working at the OSC.

Apply online, at <https://tre.tbe.taleo.net/tre01/ats/careers/requisition.jsp?org=OSC&cws=1&rid=1644> by Friday, January 27, 2023, at 11:59 pm

We thank all applicants for their interest in the Ontario Securities Commission. We will contact those selected for an interview. The OSC is committed to diversity and providing an inclusive workplace. It is our priority to ensure employment opportunities are visible and barrier-free to all under-represented groups including but not limited to, Indigenous, Black and racialized groups, people with disabilities, women and people from the LGBTQ2S community, to achieve an employee demographic profile reflective of the demographic profile of Ontarians.

The OSC is a proud partner with the following organizations: [BlackNorth Initiative < https://blacknorth.ca/ >](https://blacknorth.ca/), [Canadian Centre for Diversity and Inclusion < https://ccdi.ca/ >](https://ccdi.ca/), and [Pride at Work Canada < https://prideatwork.ca/ >](https://prideatwork.ca/).

If you require an accommodation during the recruitment process, please let us know by contacting our confidential inbox HRRecruitment@osc.gov.on.ca.

Visit [Accessibility at the OSC < https://www.osc.ca/en/accessibility-osc >](https://www.osc.ca/en/accessibility-osc) to review the OSC's policies on accessibility and accommodation in the workplace.