

Posting #24-033EM

## **Governance Coordinator – Access and Records Management Office of University Governance Regular, Full-time**

### **Purpose**

Reporting to the Governance Officer - Access, Privacy, and Records Management, this position is responsible for assisting with the development, implementation, and maintenance of the University's records management program. The Governance Coordinator (Coordinator) is also responsible for providing administrative support for the processing of access to information requests and ensuring the requirements of the BC *Freedom of Information and Protection of Privacy Act* (FOIPPA) are met organizationally.

### **Responsibilities**

Duties include but are not limited to:

- A wide range of administrative support including coordinating the information flow for processing access to information requests, maintaining and updating privacy management records, and responding to internal queries related to records management and FOIPPA compliance;
- Supporting responsible record management practices within the University including the implementation of procedures for retention, storage, and disposal of University records;
- Working with administrative units in advising on the development of Record Retention and Disposition Schedules;
- Providing support for the handling of Freedom of Information (FOI) requests and maintaining compliance with FOIPPA by monitoring timelines for the release of information and working with administrative units in their responses to FOI requests;
- Providing confidential and professional level support, demonstrating a high level of discretion and best practices in institutional records management, access, and privacy;
- Maintaining confidential, critical, and appropriate institutional records;
- Completing a range of additional administrative functions related to the Office of University Governance, including maintaining the Privacy Management database, Share Point, Microsoft Teams, and websites; and
- Providing support for a wide range of governance initiatives and back-up for other members of the University Governance team; and
- Regularly having broad access to confidential and highly sensitive information, including labour relations information, personal and personnel information, and closed-in-camera Board of Governors and Senate proceedings.

### **Qualifications**

#### **Education:**

- Undergraduate degree, preferably in Business, Computer Science, Human Resources, Health Science, Political Science, or another related discipline; and
- Training and Certifications (completed, in-progress or willing to obtain) in access, privacy, records management and/or information governance (e.g., CIPP/C, CAPP/MAPP, CRM, IGP).



The successful candidate will possess the following:

- Three years of work experience in information management, records management, or information management technology would be an asset;
- A good understanding of, or an aptitude and willingness to learn, BC's *Freedom of Information and Protection of Privacy Act*, relevant Office of the Information and Privacy Commissioner for British Columbia (OIPC) orders, cases, trends, and issues;
- An awareness and understanding of, or an aptitude and willingness to learn, best records management, access to information and privacy management practices;
- Experience supporting a records management program;
- Strong organizational skills with the ability to handle multiple tasks, prioritize work, and meet deadlines;
- Demonstrated ability to work with discretion, confidentiality, and professionalism;
- Excellent interpersonal skills, including ability to exercise discretion, tact, diplomacy, and perceptiveness in sensitive situations;
- Highly organized and detail orientated;
- Excellent writing and verbal communication skills;
- Able to foster and maintain good working relationships within a team environment;
- Solid background in applying administrative procedures and practices;
- Proficiency in Microsoft Office Suite; and
- Able to operate related equipment including computer software applications and must be proficient in Microsoft Office Suite.

## Salary

The starting salary will be determined with consideration of the successful candidate's relevant education, skills, and experience. The annual salary range for this position is \$60,000.00 to \$70,000.00.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details, please see: <http://www.unbc.ca/human-resources/employee-benefits>  
<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday to Friday.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the



B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [wellbeing@unbc.ca](mailto:wellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-033EM in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Priority will be given to applications received by March 19, 2024. Applications will be accepted until the position is filled.**

