

The Credit Union Deposit Guarantee Corporation (the Corporation) is a small government business enterprise that guarantees deposits and provides risk-based regulatory oversight to enable a safe and sound credit union system in Alberta. Our primary roles include:

- Providing a 100% guarantee of deposits held with Alberta credit unions
- Regulating credit unions and enforcing the Credit Union Act
- Revising, advising and directing credit unions on sound business practices
- Monitoring credit union performance and implementing appropriate actions to improve performance and reduce risks
- Establishing individual credit union loan approval limits and providing an appropriate adjudication process for loans that exceed these limits

The Manager, Information Management reports to the Assistant Vice President, Information Management, Technology & Innovation and is responsible for the development, implementation and monitoring of the Corporation's data, information, and records management policies and processes. A key function of the position is as a resource to coach and support employees on the Corporation's content management practices. The position requires interaction with internal and external stakeholders through written communications such as the Alberta Records Management Committee (ARMA). This is an excellent opportunity to pursue a career in financial services regulation and be a part of the credit union system.

THE POSITION

- Develop, maintain and enhance enterprise content management/information management policy and program documents. (i.e. strategies, policies, standards, records retention and disposition schedules, and guidelines, and work processes) to enable the management of the corporation's data and information as a strategic resource according to information-related legislation.
- Develop operational information management processes and standards (including naming standards).
- Collaborate with the SharePoint Administrator to implement the information management business rules and processes in the corporation's SharePoint online (integra) platform.
- Consult, recommend, and advise the senior management team on the management of data and information. Presenting at the IM/IT Steering Committee when required.
- Coordinate the records retention and disposition processes and schedules according to the Government of Alberta, Alberta Archives and the Alberta Records Management Committee (ARMA).
- Acting as the Freedom of Information and Protection of Privacy Act (FOIP) Coordinator respond to FOIP requests for information, and privacy breaches as directed by the Corporation's Privacy Officer, as required.
- Lead other related information management projects as required (i.e. electronic signatures, PIPA updates and alignment where required to Canada's Bill C-27 Digital Charter Implementation Act, Adobe version upgrades etc.)

THE PERSON

- Bachelor's degree in a related discipline (Library and Information Studies, Information Management, Archival Studies, Business Administration, Public Administration, Communications) and five years of related experience. Equivalencies will be considered.
- Microsoft 365 Administrator certification (Data management)
- This position requires:
 - Extensive knowledge of IM theory and practice, and information management technology (ex. SharePoint Information Management technology).
 - Knowledge and understanding of the legislation (Acts and Regulations), programs, policies, practices, and precedents governing IM including: *Government Organization Act, Freedom of Information and Protection of Privacy Electronic Transactions Act and Records Management Regulation*.
- Knowledge and understanding of IM concepts and the ability to apply these concepts to new practices in a variety of diverse environments.
- Excellent written communication and presentation skills to convey complex information in a meaningful way to different levels and types of audiences.
- Critical thinking skills to determine the impacts that a change in one area may have on related business practices and environments.
- Self-directed research skills – to explore professional literature for best practices and to find out how other jurisdictions are handling similar issues.
- Aptitude for problem solving and decision-making, as well as mature judgement, tact, and diplomacy.

COMPENSATION / OTHER BENEFITS

- Commensurate with qualifications and experience
- Comprehensive benefits program and professional development opportunities
- Commitment to work/life balance
- Excellent downtown Edmonton office (hybrid work)

CLOSING DATE: until filled

We will provide reasonable accommodation at any time throughout the hiring process for applicants with disabilities or for those needing job postings in an alternate format. We are an equal opportunity employer committed to an inclusive and accessible recruitment and selection process.

If you are interested in applying for this position, we invite you to send us your résumé and cover letter in strict confidence. We thank all applicants for their interest as only those selected for an interview will be contacted.

SUBMIT RESUME TO:

Credit Union Deposit Guarantee Corporation, Attention: Human Resources

Email: careers@cudgc.ab.ca