Manager, Information Governance & Compliance

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Professional and Managerial Group

Manager, Information Governance & Compliance

University Secretariat

Hiring #: 2022-0135

Please read the Application Instructions [1] before applying

The University of Guelph is like no other university in Canada. Research-intensive and learner-centred, our campuses span urban hubs and rural communities. We are known for excellence in the arts and sciences and for our commitment to developing exceptional thinkers and engaged citizens.

The University Secretariat advances the mission of the University of Guelph by providing expert advice and support to the University’s Board of Governors and Senate, and by stewarding key university-wide compliance functions including Student Judicial Services, records management, access to information, privacy and corporate filings.

The Manager, Information Governance & Compliance has university-wide responsibility for records management and privacy policy, and for ensuring that U of G upholds its obligations under provincial and federal records management, access to information, privacy and legislation (e.g. FIPPA). Collaborating with University stakeholders, the incumbent will be responsible for the renewal of the University’s information governance policies, and related training and outreach programs.

Reporting to the Assistant University Secretary & University Records Officer, the Manager, Information Governance & Compliance serves as subject matter expert within the University Secretariat and for the University broadly in the areas of records management, privacy and access to information and has responsibility for:

- Leading the preparation of responses to all access to information requests, advising senior University leadership on appropriate courses of response, and serving as the primary point of contact within the University for the Information and Privacy Commissioner Ontario and other privacy and records management professionals
- Conducting privacy impact assessments and advising stakeholders on the development of unit or application specific notices of collection and privacy statements
- Advising operational units on the development and renewal of their records retention schedules
- Developing and providing both general and specialized training in the areas of records management and privacy
- Review and strengthening the University’s privacy and records management framework, including oversight of policy renewal in collaboration with University stakeholders
- Serving as a resource to staff with privacy and records management responsibilities throughout the University, including through the development of an internal community of practice and ongoing education in privacy and records management.

The University Secretariat values cross-training and professional development. The incumbent will be encouraged to pursue professional development opportunities in their areas of responsibility and more broadly within the University Secretariat. This role also provides back-up and surge capacity support for the Student Judicial Services function in the Secretariat, as required.

The ideal candidate will have a meaningful combination of educational training and work experience and should have at least:
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- a 4-year undergraduate degree and a minimum of 5 years professional work experience in the records management, access to information and/or privacy fields
- OR a master’s degree or professional degree in a related field (e.g. library science, law, information governance, information management) and a minimum of 2 years of professional work experience in the records management, access to information and/or privacy fields
- Certification as Certified Records Managers (ICRM); Certified Information Privacy Professional/Manager (CIPP/CIPM) or equivalent is an asset.

We are looking for an information governance professional who has:

- Thorough knowledge of records management theory and methodology, as well as knowledge of data security issues and the processes used in the collection, storage, retention and disposition of records
- Knowledge and understanding of federal and provincial records management, privacy and access to information legislation (e.g. FIPPA, PIPEDA)
- Records management or privacy experience in the public sector (e.g. post-secondary, hospitals, government)
- Strong project management skills. Demonstrated experience with team leadership and change management are strong assets.
- An ability to quickly learn new systems (e.g. permissions management, EDRMS implementation management)
- Strong analytical and critical thinking abilities
- Excellent communication, presentation, training, analytical and organizational skills
- Demonstrated ability to work with confidential information and handle sensitive situations with tact and diplomacy
- Experience working well under pressure and responding effectively to competing demands and changing/conflicting priorities.

Position Number         017-020
Classification               P05*
Professional/Managerial Salary Bands [2]

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2022 02 28
Closing Date: 2022 03 14


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