



## The United Church of Canada Position Description

<b>Position Title:</b> Records and Information Lead	<b>Evaluation Category:</b> 7
<b>Reports to Position:</b> Archives Manager, General Council	<b>Direct Reports:</b> none
<b>Unit/Regional Council:</b> Shared Services	<b>Date Last Reviewed:</b> March 2024

### Context

Called by God, as disciples of Jesus, The United Church of Canada seeks to be a bold, connected, evolving church of diverse, courageous, hope-filled communities united in deep spirituality, inspiring worship, and daring justice.

Within the United Church, the General Council Office supports the mission and ministry of the communities of faith and regional councils. It is the denominational expression of The United Church of Canada, working ecumenically and in global partnership.

The Shared Services Unit brings together all the shared services offered nationally and includes: Human Resources, Payroll Services, the governance and administration of the Pension Plan of The United Church of Canada, Group Insurance administration, Archives, GCO Administration, Legal and Incorporated Ministries. They ensure that policies established by the General Council are upheld and that federal/provincial employment standards are met.

The United Church of Canada Archives, currently located at 40 Oak Street in Toronto, ON, consists of the General Council Archives and the Ontario Regional Council Archives. The General Council Archives contains the organizational records of the General Council Office, antecedent denominations, inter-church material and personal and private material. The Ontario Regional Council Archives collects the records of many of the Regional Councils within Ontario, communities of faith, former Conferences, presbyteries, and local church records from Ontario.

### Position Purpose

The Records and Information Lead ensures that all records of the General and Regional councils offices are properly stored, accessed, and managed in a secure manner and ensures compliance with legal requirements and regulations regarding the storage, access, retention and use of information. They support and train end-user staff to manage information through retention and disposition periods to preserve the records and history of the United Church of Canada.

### Primary Areas of Responsibility

#### 1. Records Management: Leadership, Training and Support: (40%)

- Provide leadership for the lifecycle of records and content throughout the General and Regional councils offices;
- Ensure compliance with records retention policies;
- Develop, implement and sustain a mandatory training program for United Church staff on:
  - Applying the United Church of Canada Records and Information Management Program (including the Policy and Procedures Manual, Classification and Retention Schedule and other relevant operational policies)

- SharePoint/EDRMS retention features, applicable to different roles and responsibilities (viewers, disposers, records managers);
- Train and collaborate with Regional Council Archivists in providing support to Regional Councils to use SharePoint sites to optimize retention features;
- Provide leadership and knowledge to Records Management Team, general staff and IT in identifying SharePoint trends, architecture or automation enhancements to facilitate records management and improve business processes;
- Develop and facilitate new and ongoing projects to standardize information management systems, replace legacy systems and improve business processes;
- Coordinate activities and projects to uphold records management policies, procedures and standards;
- Support all General Council units and regional councils in complying with electronic recordkeeping requirements including activities associated with classification and retention of records and information; and
- Provide expert guidance on the Records and Information Management principles and best practices in accordance with organizational needs.

## **2. Records Management: Administration (40%)**

- Complete implementation of and manage the Electronic Document Records Management System (EDRMS):
  - Maintain and change system file plan and rules to implement Records Management Policies;
  - Implement new functionality developed by EDRMS software vendor;
  - Audit classifications and disposals monthly and adjust configurations as needed; explore and utilize AI-generated classification to improve classification results; and
  - Collaborate with IT to maintain awareness of new data sources in order to apply retention;
- Remain up-to-date and aware of relevant legislation changes or industry best practices in order to participate in the development of governance rules, makes recommendations for policy or technology changes;
- Coordinate with unit representatives and General Council Digital Archivists/IT to authorize, initiate and manage records disposal and transfer processes from all data sources, following up with staff as needed;
- Coordinate the closure of data sources with IT after records are appropriately transferred/destroyed; and
- Collaborate with the Privacy Officer and IT team to ensure the records and information management program policies and requirements are upheld for protection of personal information.

## **3. General Support and Administration (20% of position)**

- Prepare reports on work activities weekly or as required;

- Report, when required, to Regional Executive Ministers on records management progress and issues; reporting to the Information Management and Technology Steering Committee (IMTSC) when requested;
- Participate in quarterly Archives Network staff meetings (up to 2 hours); and up to 3 days for an in-person meeting arranged bi/tri-annually;
- Participate in the Records Management Team and appropriate activities;
- Collaborate closely with appropriate staff on Records and Information Management; and
- Lead projects and project management relating to records management.

Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments, which may impact upon your job duties or methods of working.

## **Position Qualifications**

### **Education**

- Masters of Information Studies degree with a focus on records and information management or suitable equivalent, and higher certification such as Certificate of Records and Information Management or Certified Records Manager;
- Digital Archivist certification, training or suitable experience is preferred.

### **Experience**

- Minimum 3 years of work experience as a records coordinator or equivalent;

### **Skills and Abilities**

- Familiarity with the ethos, structure, and practices of The United Church of Canada; a working knowledge of the history of The United Church of Canada and its predecessors, particularly in Ontario is an asset;
- Experience training end-users, communicating technical information to non-technical staff as well as developing and leading training programs is an asset;
- Working knowledge of Records and Information Standards and best practices such as the Electronic Records as Documentary Evidence, ISO 154819, 30300, 23081, 19005, MoReq2010;
- Knowledge of relevant legislation and/or policies that guide access or restriction to records, specifically copyright and privacy;
- Computer skills in the use of various software applications - Office 365, Dynamics, SharePoint, One Drive, Teams, Zoom, Adobe, Knowledge of AtoM and Archivematica. Proficient in Microsoft 365, and a strong understanding of SharePoint functionalities and administration;
- Advanced experience using SharePoint as an electronic records management system would be considered an asset;
- Knowledge of Records Management systems, Enterprise Content Management (ECM) systems; databases and metadata standards;
- Knowledge of digital preservation tools and workflows;
- Strong communication skills, both written and verbal, analytical and time management skills; and

- A motivated self-starter, comfortable learning new tools, working remotely from a collaborative team;

### **Personal Characteristics**

- Alignment with the vision and values of The United Church of Canada – respect, integrity, passion and diversity.

### **Working Conditions**

The United Church of Canada has adopted a hybrid workplace model, providing flexibility for this position, working off-site and in The United Church of Canada General Archives currently located at 40 Oak Street in Toronto, Ontario. Sitting and viewing a computer screen for long periods, keyboarding/ keyboarding/using assistive software or devices, intermittent physical activity including sitting, standing, and being on the phone for long periods, personal mobility (with or without reasonable accommodation) which permits the employee to physically handle collections, open doors, navigate stairs, and occasionally lift to 40 pounds will be required. Attendance of meetings at the General Council Office (currently located at 3250 Bloor Street) as required. Occasional additional hours may be required.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, The United Church of Canada will aid employees who request accommodation throughout their employment with us, unless the position is deemed to be a bona fide occupational requirement and/or to the point of undue hardship considering issues of health, safety and cost.