

## **JOB OPPORTUNITY**

**POSITION:** Director, Records Management, Privacy and Records Management Information Office (PRIMO)

**LOCATION:** Head Office, Ottawa, Ontario

**POSITION SUMMARY:** Under the direction of the Executive Director, the Director, Records Management is responsible for the development, implementation, management and evaluation of Canadian Blood Services' corporate records management program. This is a regular full-time position.

### **RESPONSIBILITIES:**

- Develops, implements and maintains Canadian Blood Services' policies, procedures, guidelines and tools with respect to appropriate management of records of all media and formats in compliance with applicable legal and regulatory obligations;
- Develops and implements records and information management strategies, plans and business cases;
- Implements a monitoring and auditing program to ensure periodic assessment and continuous improvement of the records management program in collaboration with audit, information technology and other internal stakeholders;
- Develops, implements and maintains records management tools including classification schemes, retention schedules, disaster recovery plan and a vital records program to ensure Canadian Blood Services' compliance with all legal and operational obligations; and
- Oversees the management of records management services including storage and protection capabilities for all records and evaluating technology solutions for management of electronic records.

**QUALIFICATIONS:** A post-secondary level education in a relevant discipline from a recognized academic institution is required. A CRM designation is a definite asset. A minimum of 10 years of experience in Records Management is mandatory, including significant management responsibility. Extensive knowledge of information and records management standards, practices, trends and of electronic management of content in all media formats is required. Direct experience in retention schedule development and disposition is desired. Proven experience in project management for enterprise initiatives is a must. Strong skills in change management, leadership and communication are necessary. Experience working in highly regulated business environments is desired. Advanced software application skills in Microsoft Word, Excel, Lotus Notes, Power Point and Microsoft Project are required.

We offer a competitive salary and benefits package, and the opportunity to work with a group of dedicated professionals. Please send your resume and covering letter, quoting **COMPETITION NUMBER 07-130** no later than **2008-01-18** to:

Head Office Human Resources  
Canadian Blood Services  
1800 Alta Vista Drive  
Ottawa, Ontario, K1G 4J5  
Fax: (613) 739-2290  
Human.Resources@blood.ca



**Canadian Blood Services**  
*it's in you to give*

**It's in us to make a difference**