

Manager, Content Management

Team & Job Overview

The Manager, Content Management (CM) is one of three manager roles which leads the program development for the management of internal and external content – internal paper and electronic documents, externally purchased subscriptions and the systems and tools required to manage electronic information. This is a new role which will help unite a new group, Content Management, - which merges the Library and Recorded Information Management teams.

The incumbent requires in-depth knowledge of and experience in records management, particularly in managing the transition from paper to electronic records, including developing retention and disposition strategies and frameworks, effective collaboration strategies, creating taxonomies and metadata, budgeting and forecasting, people-management and procurement processes. The incumbent has a proactive, customer-centric attitude and the ability to act as a senior advisor on Enterprise Information Management (EIM) issues while effectively influencing and resolving complex issues. The Manager, Content Management oversees multiple enterprise-level projects pertaining to content, including the creation of standards, policies, and systems, as well as daily advisory operations of a work cell. As a backup for the Director, Content Management, the incumbent requires excellent communication and strong collaborative and relationship management skills, given the high level of client and stakeholder interaction.

Discipline Summary

- Provides timely delivery of information services.
- Develops and manages information policies, practices and procedures.
- Classifies and catalogues various types of media.
- Conducts research, analysis and diagnostics, and provides recommendations with respect to information issues and practices.
- Determines the need for and provides the required information/data to the requester.
- Ensures the functionality, security, availability and accuracy of the information provided to end users of information.

Key Responsibilities

- Reviews existing processes and services programs and implements continuous improvements initiatives
- Manages the performance and skill/career development of assigned staff to ensure the capacity and capability to meet organizational needs
- Responsible for leading a work cell of records management/Library professionals in day to day operations, including Information Management advisory (SharePoint provisioning, research assistance, and quick reference) and subscription management, including budget related tasks.
- Leads strategic and operational planning Library and records management related projects such as SharePoint governance, content analytics, and the Integrated Library System.
- Participates in the development of new standards, guidelines and processes for the Content Management program, and Information Management Policy.

Screening Criteria

- Completed a Master's degree in Library & Information Science or in a related field preferably with a specialization in Records Management or equivalent education/experience
- Minimum 7 years' experience in information management or related experience preferably in a corporate or special library or records center
- Advanced knowledge of information management principles and practices
- Demonstrated leadership abilities

Asset

- Bilingual in both official languages (French and English)

Salary Range

- \$73,000 - \$109,000, plus performance based incentive

How to apply

Only candidates selected for an interview will be contacted.

Application deadline: May 6, 2016, 11:59 p.m. EST on www.edc.ca/careers

EDC is committed to employment equity and actively encourages applications from women, Aboriginal people, persons with disabilities and visible minorities. If selected for an interview, please advise us if you require special accommodation.

Candidates must meet the requisite government security screening requirements.