



At ICBC, it's our job to make sure the car insurance system works for all British Columbians, today and in the future. If you want to make the most of your skills and expertise while growing your career, we want you. A career at ICBC is an opportunity to be part of a talented, diverse and inclusive team that is driven to serve its customers and community. You can expect a competitive salary, comprehensive benefits and a collaborative work environment. If you are reliable and dependable, contact us today to be part of our talented and diverse team as we work together to create an insurance system we can all be proud of.

We welcome applications from all qualified job seekers. If you are a job seeker with a disability, please let us know as adjustments can be made to help support you in delivering your best performance.

Corporate Information Analyst II

Job Title:	Corp Info Analyst II	Reference Number:	118154
Location:	North Vancouver	Employment Type:	Permanent Full Time
Hours of Work:	7.5 hr Day Shift (M-F)	Posted Date:	2023/11/17

Position Highlights

The IS Enterprise Content Management (ECM) team has a challenging opportunity for a Corporate Information Analyst II.

The Corporate Information Analyst II will provide EDRM (electronic document and records management) experience, subject matter expertise and support to ICBC for managing corporate information. They will help drive adherence to information standards & policy and ensure alignment with best practices in Records Management (RM). This role will help lead and grow ICBC's ECM records management program for both core business and administrative records regardless of medium or format, cultivating partnerships with other internal stakeholders such as Privacy and Information Risk Management for compliance with legislation and policy requirements.

The Corporate Information Analyst in this position is responsible for:

- Planning and implementing ICBC's records management program, including writing records appraisals, assessments and analysis.
- Consulting and providing guidance on legal, compliance and audit governance of electronic and non-electronic records.
- Developing, implementing and maintaining records management policy, guidelines, standards and procedures.
- Leading the transformation of records management processes to address the challenges posed by electronic records, including digital preservation.
- Contributing information lifecycle management requirements and design to information systems, projects, and services.
- Promoting effective records management throughout ICBC to ensure organizational awareness and compliance.
- Maintaining and improving professional, industry, and organizational knowledge to serve as a subject matter expert.
- Supporting business needs by establishing retention and disposition schedules.
- Researching, recommending and applying innovative technologies to enhance records management services and business needs.

Position Requirements

The successful candidate will need to have the following:



- ALA/CLA-accredited MLS, MLIS, MAS, or equivalent degree in library or information sciences.
- Knowledge of relevant industry guidelines such as GARP, ISO 15489, US DOD 5015.02, etc.
- Experience in planning, developing, and administering records & information management policies and practice at medium to large size organizations.
- Experience working with enterprise scale document and records management systems.
- Experience in writing policies, procedures, standards, and guidelines.
- Strong knowledge of records management concepts, best practices, trends and emerging technologies.
- Excellent communication (verbal and written) and interpersonal skills with demonstrated success in communicating with stakeholders.
- Strong problem-solving skills with demonstrated success in gathering business information requirements and conducting records and information appraisals and research.
- Excellent consulting and analytical skills with proven track record in delivering records management consulting and services.
- Strong planning and prioritizing experience to successfully manage concurrent tasks in an environment of changing deadlines, priorities and requirements.

Other related knowledge and skills an asset:

- Experience in presenting recommendations to team members, management, executives and stakeholder groups.
- Experience in change management from paper to electronic records management systems.
- Familiarity with controlled vocabularies, metadata standards and ontologies.
- Member of the ARMA International or the Association of Canadian Archivists (ACA).
- Knowledge of OpenText Content Server, Microsoft 365 or other enterprise content management systems.

Position Information

- Please note only those legally entitled to work in Canada at present will be considered for this position.
- Employing a hybrid-working model, this role combines on-site in office work with work from home flexibility.
- Salary expectation: \$77,040.60 - \$80,116.40

ICBC continues to be recognized as one of BC's Top Employers. We hire great people for phenomenal jobs, come join our team!

We welcome applications from all qualified job seekers. If you are a job seeker with a disability, please let us know as adjustments can be made to help support you in delivering your best performance.

#ZRIT