



College of Physicians and Surgeons of British Columbia

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JOB DESCRIPTION

Records and Information Management (RIM) Analyst, Records, Information and Privacy

POSITION SUMMARY

Reporting to the director, records, information and privacy, the records and information management (RIM) analyst is responsible for providing expertise and support in the developing of the College's RIM program and delivering the RIM services to the College staff, including administration, coordination, implementation and maintenance of the College's centralized paper and electronic records management systems; and developing, updating and implementing strategies, policies and procedures for managing corporate records. This position also supports the Freedom of Information (FOI) program within the department as needed.

[Click here to view the complete posting](#)

The College of Physicians and Surgeons of British Columbia has been recognized as one of BC's top employers since 2011 and one of Canada's top 100 employers since 2014. Our goal is to attract, develop and retain highly talented employees. We offer an excellent working environment including a hybrid work-from-home/in-office model, opportunities for personal and professional growth, and a comprehensive benefits package.

The College welcomes all applicants and is dedicated to promoting a diverse, equitable and inclusive environment. All applications for this position must be submitted online at <https://www.cpsbc.ca/about/careers/employment-opportunities>.

Compensation and Benefits:

- competitive compensation – external market review every three years and yearly internal reviews. Salary for this role is not specified.
- flexible extended health and dental benefits plans, and employee family assistance program
- pension – defined benefits plan with the Public Service Pension Plan
- flexible work arrangements – remote work, compressed work week, paid sick time, flexible start and end times
- time off – three weeks' vacation to start
- holidays – statutory holidays plus an additional four days (Easter Monday, Christmas Eve, Boxing Day, and New Year's Eve)
- personal development – in-house training, subsidies for professional accreditation and up to \$6,000 per year in tuition subsidies for job-related courses
- fitness – free membership to the Rosewood Hotel Georgia gym and pool, online yoga sessions

- training – College-wide and role-specific training throughout the year
- commuter benefits – subsidized parking, subsidized transit, green commuter benefit, bike locker, electric car charging stations, and electric bike charging stations

Deadline: Please apply by Friday, October 7, 2022.

Contact:

Tanja Alsfasser
Recruitment Coordinator
Human Resources
talsfasser@cpsbc.ca
604-733-7758 x 2032

We thank all applicants for their interest; however, only those selected for interview will be contacted.