

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: DOCUMENT MANAGEMENT SPECIALIST

JOB SUMMARY:

Manages the development and implementation of a document management system, policies and procedures. This will involve analysis of the Ministry's needs, close collaboration with consultants to design, implement an effective system, policies and procedures and the use of change management approaches to embed the above.

REPORTS TO:

SUPERVISION GIVEN TO:

DUTIES AND RESPONSIBILITIES:

- Analysis of the document management needs of the Ministry.
- Process mapping, review and recommendations.
- Best practice benchmarking of current and future performance.
- Collaboration with professional and clerical staff and consultants in the design and implementation of an electronic document management system, policies and procedures.
- Collaboration with Information Systems and Technology agencies and Records Management agencies in developing and implementing the systems, policies and procedures.
- Coordinate the daily operations, maintenance and usage of the developed document and records management system.
- Performance of periodic audits and reconciliation exercises to verify the accuracy and the integrity of the respective management systems.
- Organizing and/or facilitating feedback and training sessions.
- Authoring recommendations and analysis documents as well as status reports.
- Develop and maintain the Records Management Procedures Manual.
- Change Management activities for the Ministry.
- Create Requests for Proposals, business cases, feasibility studies and design projects.
- Related work as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Working knowledge of records management systems, electronic document management systems and management information systems.
- Experience with applications analysis and design ability to interface and clearly communicate with knowledge workers.
- Knowledge of database design, development and administration, including Structured Query Language (SQL) would be an asset.
- Knowledge of Change Management theory and practice.
- Knowledge of project management theory and practice.

SKILLS AND ABILITIES:

- Excellent verbal, written and interpersonal skills.
- Negotiation skills; able to develop and motivate and to effectively handle conflict.
- Computer literate and highly skilled with the use of the Microsoft Office Suit and Microsoft Project, imaging and document management software and devices.
- Knowledge of records management procedures in the public service would be an asset.
- Ability to prioritise tasks and practice above average time management skills.
- Ability to work in a fast-paced environment and show extensive self-initiative.
- Ability to express ideas clearly and concisely, both orally and in writing.

MINIMUM EXPERIENCE AND TRAINING

- Bachelor's degree in the social sciences, preferably with courses in public administration, records management and/or library sciences.
- Post-graduate qualifications in Management Information Systems or Library Sciences.
- Five years' experience in an electronic document management system environment, including the implementation of a system.
- Five years' experience in application integration.
- Five years' Project Management experience in the field.
- Qualified membership of a professional body such as library association or management information systems organisation.
- Any equivalent combination of knowledge, skills, abilities, qualifications and experience.