HEALTH SCIENCES ASSOCIATION
The union delivering modern health care

EXTERNAL JOB POSTING

Date:	**July 22nd, 2021**
Position:	**Records Archivist**
Department:	Operations- Information Services
Status:	Regular, full-time (36 hours per week)
Salary:	per HSA/HSASU collective agreement
Start:	upon selection
Responsible to:	Manager of Information services

To support employment equity at HSA that reflects the diversity of the HSA membership and of our province, women, visible minorities, workers of colour, Indigenous Peoples, persons with disabilities, persons of diverse sexual orientation, gender identity or expression (LGBTQI2S+), are encouraged to apply for positions with the HSA.

Position summary

Under the supervision of the Manager of Information Services, the Archivist will work with, and learn about HSA specific Records Management from the Records Administrator in order to gain an advanced understanding of the history and the current state of the HSA records system.
The Archivist will utilize their education, experience, skills and advanced knowledge of the HSA system to modernize the Records Department with new ideas and processes using next-level technology.

Qualifications

- A degree in Library Sciences or a related field
- a proven track record in archival work with a minimum of five years' experience
- advanced knowledge of systems and technologies used in records management
- Demonstrated understanding of and ability to apply privacy legislation requirements
- Ability to work with a diverse set of organizational needs
- Ability to work collaboratively with all levels of the organization
- Ability to organize and prioritize multiple tasks and strong attention to detail is required
- Demonstrated ability to research and solve problems;
- Ability to take direction and to work independently with minimal supervision;
- Ability to identify, initiate, manage and follow through with projects;
- Outstanding written and oral communications skills
- High attention to detail

Duties

- Work with the HSABC Records Administrator to assess the current needs of HSABC archive
- Develop and present a working model for a best practice archive system
- Suggest a range of possible in-house or external data systems solutions based on resources available to HSABC
- Work with the HSABC Records Administrator to create a project implementation plan for the new archive
- Create best practice workflow processes for HSABC staff to operationalize the project
- Develop evaluation methods for HSABC to vet outcomes of the project and troubleshoot

Closing Date: Friday August 13th, 2021

Please forward applications
which includes a cover letter & resume by e-mail:

To: Josef Rieder
Director of Human Resources
Health Sciences Association
via e-mail at: jrieder@hsabc.org