A. IDENTIFICATION

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<th>Position Title: Records Management Archivist</th>
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<td>Department: Archives and Records Management</td>
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<td>Position Reports To (Title): University Archivist and Coordinator of Information and Privacy</td>
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B. POSITION SUMMARY

Under the direction of the University Archivist and Coordinator of Information and Privacy and in consultation with university departments and Archives' staff, the incumbent will advance the continued development, implementation, and maintenance of an effective and integrated records management program that meets the University's current and future records and information management needs. This includes the research, development, implementation, and promotion of records schedules, classification strategies, and policies and procedures that ensure alignment of the University's record-keeping systems and technologies with professional current standards, legislation and archival considerations.

Special emphasis will be placed on developing and expanding the current records management program to address the changing information and records management needs of the University, including the transition from paper to digital record-keeping. The incumbent will also support the long-term storage, preservation and accessibility of digital information through the design and implementation of robust digital record-keeping, preservation and access systems and processes.

As an integral part of the Archives' team, the incumbent is an active participant in the Archives' day to day projects, responsibilities and deliverables. The incumbent will contribute to the success of a collaborative environment in recognition of the integrated nature of the Archives' three program areas (archives, records management, administration of privacy and access legislation) all of which are tied together by the concept of the record as a vital institutional asset that adds value to the University when managed effectively, but exposes the University to increased costs, risks and liabilities when managed poorly.

C. DUTIES AND RESPONSIBILITIES

Records and Information Management

1. Conducts records inventories by means of physical examination, surveys, and record creator interviews in order to develop appropriate corporate records management strategies, design file classification plans and provide records scheduling and disposal services to university departments.

2. Researches and writes records management and archival appraisal rationales by determining, in consultation with the creating department(s): the primary administrative, fiscal and legal values of the records; all statutory, regulatory and policy authorities that affect the retention and disposal of the records; and the residual administrative, legal, evidential, research and historical values of the records in order to systematically identify and preserve university records of enduring value while securely destroying records that have no on-going value after their initial business utility has expired.
3. Writes Records Retention Schedule and Disposal Authorities (RRSDAs) that describe the record series, whether the records are vital and/or or constitute a personal information bank; suitable active and semi-active retention periods; filing and retention instructions in consultation with the creating department(s); and appropriate final dispositions (i.e., transfer to the custody and control of the Archives or destruction).

4. Advises university employees on good record-keeping practices by answering inquiries received orally and in writing to support proper implementation and administration of the University's records management program.

5. Maintains the corporate model file classification plan (based on university functions and activities) by amending it as necessary to reflect current business processes and relevant record classes to promote standardization and accuracy in the classifying, organizing and retrieving of university records.

6. Supports a vital records program by identifying, duplicating and storing university records offsite in a safe, secure facility in the event they are needed to restart university operations after a disaster.

7. Leads university departments through records management audits (or readiness analyses) by assessing their compliance with record-keeping policies, procedures, standards and tools to identify gaps and encourage improvements.

8. Explores alternative classification systems by investigating their appropriateness for specific departments and/or business functions and advising on the strengths and weaknesses of such systems in order to be responsive and flexible to departmental needs and staff preferences and to encourage buy-in to baseline records management good (not necessarily best) practices.

**Digital Record-keeping, Preservation and Curation**

1. Tests and deploys scalable preservation and access software and other technologies designed for the long-term preservation and discovery of the Archives' digital holdings by assessing preservation needs and workflows, conducting quality assurance tests, and liaising with vendors and IT staff to ensure the Archives has the technical infrastructure and supports required to store, preserve, migrate and provide access to born-digital and digitized records.

2. Assists in the development and maintenance of the Archives' digital repository and associated services, including all associated OAIS-compliant functions—pre-ingest, ingest, archival storage, data management, administration, and access—to ensure the University can preserve, make accessible, and safeguard the authenticity of its information assets (corporate and privately donated) over the long term.

3. Designs and implements services and tools that support appraisal, retention scheduling, and proactive transfer of electronic records from university records-creating and storage systems to the Archives' digital repository by working with creating departments, donors, IT professionals, vendors and Archives' colleagues to ensure the successful ingest and long-term preservation of records of enduring value.

4. Adapts international digital record-keeping and preservation standards to institution-specific workflows, policies, and procedures, promoting alignment with industry best practices.

5. Develops detailed standards for descriptive, technical, and administrative metadata and communicates them widely so that records received into the custody of the Archives are authentic, reliable, and useable for the Archives' designated community.
6. Advises university staff on the application of information technology as it relates to records management principles, retention and disposal functionality, and document naming conventions to ensure intellectual control over digital assets.

7. Works with IT staff and vendors to integrate record-keeping requirements into existing systems, new off-the-shelf systems and systems upgrades and provides authoritative advice on information technology issues as they affect the long-term reliability and retrievability of the University's information assets.

**Acquisition and Appraisal**

1. Accessions university records by recording key details about provenance, custodial history, physical extent, conservation needs, and scope and content to gain basic intellectual control over new acquisitions and to identify processing priorities.

**Reference Service and Discovery**

1. Delivers client-oriented reference services to students, staff, faculty, visiting scholars, and members of the general public by conducting entry interviews (asking clear, concise and relevant questions) through various channels (email, telephone, in-person) to assess their instructional, informational, and research needs and to obtain sufficient information to provide clients with responsive resources and services.

2. Administers access restrictions on records that are imposed by private donors or required by privacy and access legislation by understanding the Archives’ legal and ethical responsibilities, identifying the scope and time limit of applicable restrictions, and negotiating the use of research agreements, always with an aim to facilitating the greatest access possible allowed within these legitimate constraints.

**Access and Privacy**

1. Reviews and assists in the completion of research agreement applications by reviewing drafts, identifying sections in need of improvement, and answering questions posed by applicants to better promote access to and research use of university records subject to privacy restrictions.

2. Maintains the University's Directory of Personal Information Banks by ensuring that the entries and their accompanying descriptions are up-to-date, complete and accurate in order to comply with the University's legislated responsibility under the Freedom of Information and Protection of Privacy Act (s. 69(2)).

3. Responds to informal access requests made by the Archives' research clientele by reviewing archival records containing personal and confidential information, and applying departmental procedures and interpreting exceptions to access as delineated in BC’s Freedom of Information and Protection of Privacy Act to ensure the University complies with its legal obligations.

4. Promotes a culture of openness, transparency, and administrative fairness in university operations that is in balance with an informed respect for the confidentiality needs of the University and the privacy rights of staff, faculty, students, alumni, and members of the general public.

**Education, Training and Outreach**
1. Advises Archives' research clientele on privacy, confidentiality, and copyright restrictions as they apply to the access and use of archival materials.

2. Advises staff, administrators, and faculty on new and emerging issues relating to archives administration, digital preservation and information governance in a university setting.

3. Educates and advises Archives' clientele on the application of the Department’s policies, procedures and standards.

4. Prepares orientation and training materials in the form of guidelines, articles, policies and procedures or manuals to be delivered through presentations, workshops, newsletters or online channels in order to increase clientele knowledge, expertise and competency in records management.

5. Provides authoritative advice to university departments and executive stakeholders on IT issues as they affect the long-term reliability and retrievability of university records.

6. Guest lectures in undergraduate and graduate classes on archival science, records management, access and privacy administration, and digital preservation topics in support of the University's teaching and learning functions.

Policy Development

1. Conducts research, provides input, and makes recommendations to the University Archivist on the development of policies, procedures and standards relating to a multitude of records-related and administrative functions, including access, acquisition, appraisal, arrangement, description, authority control, preservation, intellectual property rights management, physical control, privacy protection, record-keeping systems design, reference, reproduction, and retention scheduling to ensure good record-keeping, long-term preservation of research holdings, and departmental accountability.

2. Ensures that policies, procedures and associated documents embody best practices and are compliant with professional ethics, legislation and related requirements provincially, nationally and internationally.

3. Designs and implements the Archives' plans for disaster preparedness, response and recovery by assigning roles and responsibilities to staff, running drills, documenting plans, and maintaining a list of current vendors that could aid in disaster recovery to ensure the Department can minimize loss of its holdings in the event of a disaster.

Facilities Management

1. Operates three records centres, providing university departments with record storage, retrieval, and disposal services at the lowest possible cost to the University.

2. Monitors and analyzes environmental and security conditions in record storage and office spaces by means of physical inspection, hygrothermographic readings, and HVAC control panels in order to assess results, prepare impact reports and make recommendations.

3. Liaises with Facilities Services' staff in the maintenance of records centre environmental systems to achieve optimal conservation conditions.
4. Maintains the Archives' Category A designation for the storage of moveable cultural property as required and audited by the Department of Canadian Heritage.

5. Monitors record centre space requirements to report on space needs and to inform facility planning.

**Human Resource Management**

1. Supervises the Records Management Assistant, students, volunteers, contract employees and vendors as required.

**Strategic Planning**

1. Contributes to departmental business and strategic planning by developing yearly work plans and identifying operations and services in need of improvement to ensure the Archives is always striving towards continuous improvement.

2. Exercises project management skills (managing, planning, and costing) to ensure that deadlines are met, expenditures are on budget, and goals are achieved.

3. Prepares reports required for planning and accountability.

4. Develops risk mitigation strategies relating to records management practices within the University.

5. Collaborates with university departments and information management-related peers (e.g. SFU Library, IT Services, etc.) to develop holistic solutions to institutional records and information management needs.

**General Duties and Responsibilities**

1. Consults and coordinates activities with staff responsible for the Department's other programs and administrative activities.

2. Keeps abreast of new developments in the professional fields of archives administration, records and information management, privacy and access administration, and digital preservation through reading professional literature and attending conferences, workshops, and seminars in order to keep knowledge and skills current.

3. Provides service to professional communities by participating in professional associations and committees, and/or organizing conferences and events.

4. Provides service to the University community by participating in standing and ad-hoc committees, working groups, celebratory and ceremonial functions, and/or governance opportunities.

5. Liaises with colleagues within British Columbia and in other Canadian and international jurisdictions to exchange information on issues of mutual concern, and to develop proposals for harmonizing standards and best practices.

6. Contributes to the development of professional knowledge by carrying out research, scholarly work, and innovative practice in the fields of archival science, records and information management, privacy and access administration, and digital preservation.

7. Performs other related duties as assigned.
D. DECISION MAKING

i) Some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position.

1. Appraises and disposes of university records where errors in analysis could mean the loss of valuable and even mission critical information assets. These decisions have direct implications for defending the University’s legal rights and entitlements; its administrative planning, decisions and governance; and the preservation of its corporate memory. Repercussions could include public embarrassment and reprimand, legal prosecution, and financial loss to the University. Former analyses are available for reference, but each appraisal decision is dependent upon a specific context and will require thoughtful consideration, due diligence, and the exercise of professional judgment.

2. Decides to allow or deny access to archival records that may have a direct, negative impact on record subjects, and/or the reputation of the Archives and the University. Policies, procedures, research agreements and other program infrastructure tools are well developed for administering access to the Archives' research holdings. The incumbent will be expected to exercise their professional judgment in making sound and reasoned decisions based on professional ethics and standards, adherence to departmental policies and procedures, and consultation and advice from the Department's Information and Privacy Archivists.

3. Identifies and addresses new areas of interest within the scope of the Department's mandate (e.g., emerging digital records management and preservation initiatives).

4. Interprets and applies records management and archival principles and standards in such a way as to promote professional practice while still being pragmatic and flexible to the needs of the Archives' clientele.

5. Deals with uncooperative and/or difficult research clientele in a manner that safeguards the reputation of the University.

6. Deals with uncooperative and/or difficult university staff and administrators dissatisfied with the services delivered to their respective departments.

7. Decides best project methodology.

8. Decides what record series are vital according to accepted records management principles.

9. Decides appropriate advice and training to give university employees.

10. Decides appropriate file classification plans and strategies based on the model corporate plan and an analysis of the record creator's business needs.

11. Decides optimal operating procedures for University Records Centres in reference to established policies, service standards, and environmental and security standards.

ii) Some examples of the types of decisions the incumbent would refer to his/her supervisor.

1. Decisions that present the likelihood of significant political or financial consequences to the University.

2. Decisions that require a response to a disagreement between parties within the University.
3. Final content of information handouts, websites, and orientation and training materials distributed by the Department.

4. Approval of new or amendments to existing policies, procedures, and standards.

5. Situations where policies and procedures are contradictory or inconsistent.


7. Agreeing to design new or modifying existing record-keeping systems.

8. Actions affecting environmental conditions and security controls for records storage and office spaces.

9. Unresolved disagreements with departments about retention requirements and record values.

10. Unusual requests or inquiries from university employees regarding records management services.


12. Selection and purchase of goods and services.

13. Evaluation or termination of temporary student, volunteer, contract or vendor employees.

14. Approval of vacation and all other absences from the office.

E. SUPERVISION EXERCISED

Number of continuing employees reporting directly to the position: 1

F. SUPERVISION RECEIVED

The incumbent establishes annual objectives within the framework of the Department's goals and priorities as set by the University Archivist. The incumbent drafts their own work plan, timetables, and deliverables to accomplish specific objectives which are then subject to the University Archivist's final approval. Otherwise, the incumbent is self-directed in the day-to-day identification and carrying out of work priorities. Conscientious exercise of good judgment is required to maintain client confidence and trust in the services delivered as well as promote and sustain program credibility. Decisions are made both with and without prescribed guidelines and require thoughtful consideration and due diligence.

There are regular consultations with the University Archivist on phases of work and overall results are subject to review. As required, the incumbent initiates their own projects to meet general objectives set by the University Archivist. On occasion, the University Archivist may reassign the incumbent to different tasks to address pressing departmental priorities.

G. UNUSUAL WORKING CONDITIONS

1. Frequently required to listen intently and concentrate, take notes, and make sound decisions while communicating with university staff and research clientele or participating in meetings, briefings, and consultation sessions in which issues and concerns may be expressed as nuances or oblique references.
2. Frequently has access to highly confidential and sensitive information as a result of access requests to archival records subject to time-limited access restrictions based on privacy and access legislation, and/or donor-imposed conditions. The incumbent must exercise discretion and professional judgment in the handling of confidential and sensitive information.

3. Frequently sits at a computer for extended periods of time when preparing reports and planning documents, conducting research, or responding to online inquiries.

4. Infrequently works in poor quality storage areas that result in exposure to one or more of the following: extreme heat, cold, humidity, wetness or dryness, dust, dirt, poor lighting, poor air circulation, and cramped working conditions.

5. Infrequently may need to retrieve boxed records from warehouse-like storage facilities. Must be capable of:
   i) Lifting, carrying, pushing, and pulling heavy boxes (11-22 kilograms);
   ii) Climbing a step ladder to retrieve boxes at heights up to 2.5 metres;
   iii) Handling oversized objects; and
   iv) Transporting records between sites

### H. ENTRANCE QUALIFICATIONS

**Required Knowledge and Skills**

1. A Master's degree in Archival Studies, Information Studies, Archival and Library Studies, or another graduate degree with an Archival Studies specialization, from a recognized university archival education program.

2. Comprehensive knowledge of archival science and records and information management as practiced in a Canadian context, including appraisal, maintaining physical and intellectual control over records, file classification and records retention scheduling, digital record-keeping, and the delivery of public reference services.

3. Excellent oral and written communication skills to provide public service; advise research clientele and university staff; and write policies, procedures, standards, guidelines, and business correspondence.

4. Superior research and analytical skills to resolve problems in the delivery of the Department's integrated programs and to advise university staff on the full range of records-centric issues that fall under the Department's sphere of functional responsibility.

5. Ability to champion innovative models and practices in archives administration, records management, access and privacy administration, or digital preservation.

6. Consultative skills in liaising with IT staff to identify record-keeping and digital preservation needs for enterprise-wide systems.

7. Ability to work under pressure and meet deadlines when managing competing priorities and multiple projects.

8. Good presentation skills.
9. Excellent interpersonal skills using tact, diplomacy, and good judgment to deal courteously and effectively with faculty, staff, students, alumni, donors, visiting scholars, and the public.

10. Ability to supervise staff.

11. Ability to work as a member of a team of information management professionals and to move comfortably between different, but integrated program areas and functions.

12. Ability to work independently and be self-motivated with only general supervision from the University Archivist.

13. A demonstrated passion for record-keeping, archives and cultural heritage.

14. Demonstrated interest in and an understanding of Simon Fraser University's mission.

Desired Knowledge and Skills

1. 2-5 years of experience related to records and information management work.


3. A working knowledge of technical and metadata standards relating to archives, records management and digital preservation (e.g., OAIS, RAD, CGSB and ISO standards, etc.).

4. Ability to assess the information needs of the Archives' clientele and to determine appropriate sources to respond to those needs, and an ability to respond effectively to changing demands inherent in public reference service.

5. Ability to evaluate and ensure risk and harm to individuals and the University is considered when managing access and privacy matters.

6. Excellent project management skills.

7. Ability to communicate and encourage compliance (i.e., dealing directly with administrative staff and oftentimes with directors, on matters relating to non-compliance).

8. Ability to be flexible and adapt to changing objectives and priorities.

9. Ability to respond to differing opinions in a constructive manner.

10. Knowledge of the B.C. Freedom of Information and Protection of Privacy Act and knowledge of the philosophies, principles, and practices that support the administration of the Act by a public body.

11. Knowledge of provincial acts and regulations that inform or constrain the operations of the Archives and Records Management Department (e.g., University Act, the Electronic Transactions Act, and the Personal Information Protection Act).

12. Knowledge of federal acts and regulations that inform or constrain the operations of the Archives and Records Management Department (e.g., the Copyright Act).

13. Knowledge and experience of a higher education environment, including university polices, regulations, and governance structures, or knowledge and experience in an organization of comparable size and complexity to a university.